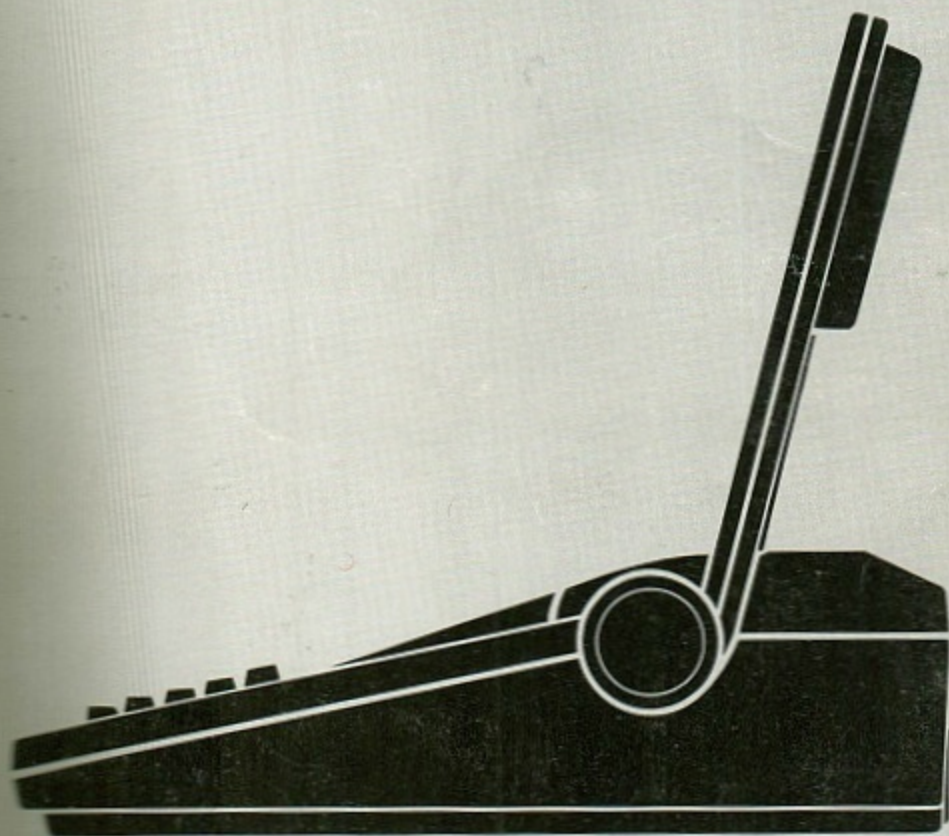




**SMITH
CORONA®**



► **Owner's
Manual**

The following information is provided to you in accordance with the rules and regulations of the United States Federal Communications Commission. Questions concerning this information can be directed to Smith Corona Corporation by writing or calling:

Smith Corona Corporation
839 Route 13 South
Box 2020
Cortland, NY 13045
Toll-free number 1-800-448-1018
N.Y. Toll-free number 1-800-962-3000

NOTE: This equipment generates and uses radio-frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Sub-part J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient the receiving antenna.
Relocate the personal word processor with respect to the receiver.
Move the personal word processor away from the receiver.
Plug the personal word processor into a different outlet so that the personal word processor and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful: "How to Identify and Resolve Radio-TV Interference Problems."

This booklet is available from the U.S. Government Printing Office, Washington, DC 20402, Stock No. 004-00-00345-4

NOTICE: Any modification or alteration of the personal word processor will void Smith Corona Corporation's warranty.

For your convenience and protection make a record of the model name and serial number. The serial number is located on the inside of the PWP on the bottom right side. Use them when ordering supplies and accessories and for identification in case of theft.

Model Name PWP 6
Serial Number 5CEN 1103 153
Date of Purchase 11/16/87

Smith Corona Corporation 1987

Key Into My Most Popular Features

Activate this Self Demonstration Program and discover my most popular features.



Depress and **hold** the Code Key while depressing the Q Key. Release both.

This opens the door to the demonstration and shows you how to use:

1. **Spell-Right™ Dictionary** - identifies errors.
2. **Automatic Correction** - corrects instantly - with Correct Key, WordEraser® Key, and Typeover.
3. **Bold Print** - highlights text.
4. **Word-Right® Autospell™** - suggests alternative spellings for incorrectly spelled words and automatically replaces them.
5. **List** - enables you to look up any word in the electronic dictionary.
6. **Insert** - easily insert new text into your documents.
7. **Auto Center** - quickly and accurately centers text.
8. **Block Delete, Move, Copy** - enables you to delete, add, or move blocks of text.

Table of Contents

Section I

FCC Statement	2
Self Demonstration	3
Feature Diagram	8,38

Chapter I

Powering Up Your PWP	9
How to Begin Using Your PWP	9
Tutorial DataDisk	10
Let PWP Teach You Its Major Features	10
The Basics	11
PWP Type Mode and WP Mode	11
The Adjustable DISPLAY Panel	11
Error Message	11
Menus	12
Window	12
Cursor Bank	12

Section II

Chapter 1

USING YOUR PWP AS A TYPEWRITER

Getting Started in Type Mode

How to Start Typing	14
---------------------------	----

Margins and Tabs

Using Preset Margins	16
Margins	16
Regular and Decimal Tabs	17
Align Text on Any Character	19
An Application: The Business Letter	20

Format

Top Margin	21
Bottom Margin	23
Paper Length	23
End of Page Warning	24
Triple Pitch	24
Line Spacing	26
Impression Control	26
An Application: The Business Letter #2	28

Chapter II

Correction

Correct Key/Relocate	29
WordEraser®/Relocate	29
Half Space	30
Manual Correction/Relocate	31
Forward Correction/Relocate	31
Exercises - Correction	32

Chapter III

Enhanced Typing Features

Bold Print	33
Auto Return	33
Auto Center	33
Auto Underscore	34

Subscripts/Superscripts	35
Index/Reverse Index	35
Exercises - Enhancements	36

Chapter IV

Other Features

Keyboard II: International Characters	37
Coded Symbols	37
Platen Knob/Variable Line Spacer	37
Shift Keys	37
Shift Lock	37
Repeat Action	37

Section III

Chapter I

USING YOUR PWP AS A WORD PROCESSOR

Built-In Memory	39
Required Returns	39
Getting Started In WP Mode	
Starting Up	40
Entering Text	41
Type Your Text	41
Using Auto Return	42
Page, Line and Memory Indicators	42
Reformat Your Text	43
Draft Copy	44
Built-In Memory	46
How to Erase Built-In Memory	46
Graphic Page View	
Viewing A Page Graphically	47
Printing Your Text	48
How to Print	48
Begin Printing with Page Number	49
Finish Printing with Page Number	49
Right Justify	50
Automatic Page Numbering	50
To Halt Printing at Anytime	51
Cancelling a Print Job	51
Application: The Memo	52

Chapter II

The DataDisk	53
Inserting a DataDisk	53
Preparing a DataDisk	53
Ejecting a DataDisk	54
Write Protection	54
Storing Text To DataDisk	
How to Store Your Text	55
More About Storing Documents	56
Storing An Edited Version of the Document While Keeping the Original	56
Replacing an Original Document on DataDisk with the Edited Version	56
Making "Backup" Copies of Your Disks	57
Exercise: Storing a Document	58

Chapter III

Margins, Tabs and Format	59
When to Make Formatting Changes	60
Margins and Tabs	61-63
Margins	63
Setting and Using Regular Tabs	63
Setting and Using Decimal Tabs	64
Setting and Using Tab Centering	64
Setting and Using Flush Right Tabs	65
Removing Tabs	66
Application: Registration Form	67
Format	
Triple Pitch	69
Line Spacing	70
Impression Control	70
Top Margin	71
Bottom Margin	71
Paper Length	72
Application: Short Letter	74-75

Chapter IV

DataDisk Directory	76
To See the Directory	76
Recall A Document from the DataDisk	77
Recalling Files	77
More About Recalling Documents	79
To Combine Documents	80
Application: The Rental Agreement	81-82

Chapter V

Editing	
Using the Cursor Arrows	83
Easy Ways to Speed This Up	84
Correcting Errors	
Using the Correct and WordEraser® Keys	85
Deleting a Carrier Return	85
Typing Over Errors	86
Inserting Text	86
Application: Price List	87
Moving, Deleting & Copying Blocks	
Deleting Blocks	89
Moving Blocks	90
Copying Blocks	91
Application: Dunning Message #1	92
Search/Search and Replace	
Search for Page Number	94
Search for Text	95
Search & Replace Once	96
Search & Replace (All)	96
Exercise: Search/Search and Replace	97

Chapter VI

Stop Codes

Entering Stop Codes	98
Application: Dunning Notice #2	99

Chapter VII

Erasing Documents on the DataDisk	101
How to Erase Documents	101

Chapter VIII

Enhancing Text

Bold Print	102
Auto Underscore	102
Auto Center	103
Paragraph Indent	103
Subscript/Superscript	104
Exercise: Enhancements	105

Chapter IX

Other Features

Keyboard II: International Characters	106
Coded Symbols	106
Shift Keys	106
Shift Lock	106
Repeat Action	106

Section III

Chapter 1

Spell-Right™ Dictionary

How to Use the Dictionary	107
WordFind™	109
List	110
Word-Right@AutoSpell™	112
The AutoSpell Learning Feature	114
Program Additional Words	114
Exercise - Spell-Right Dictionary	117

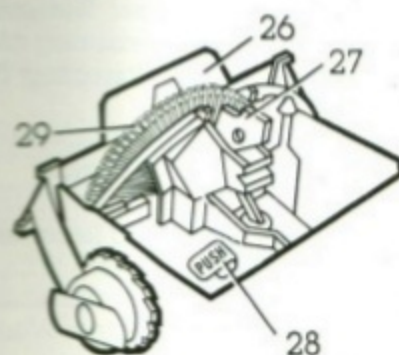
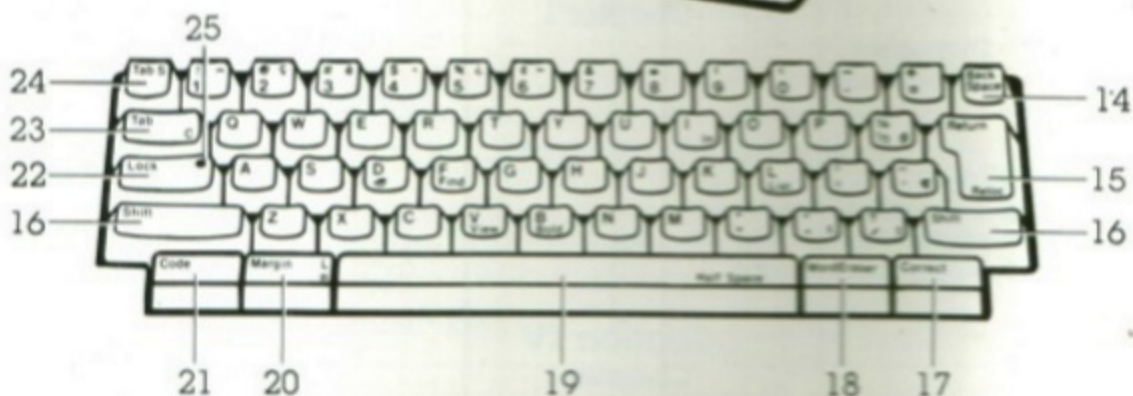
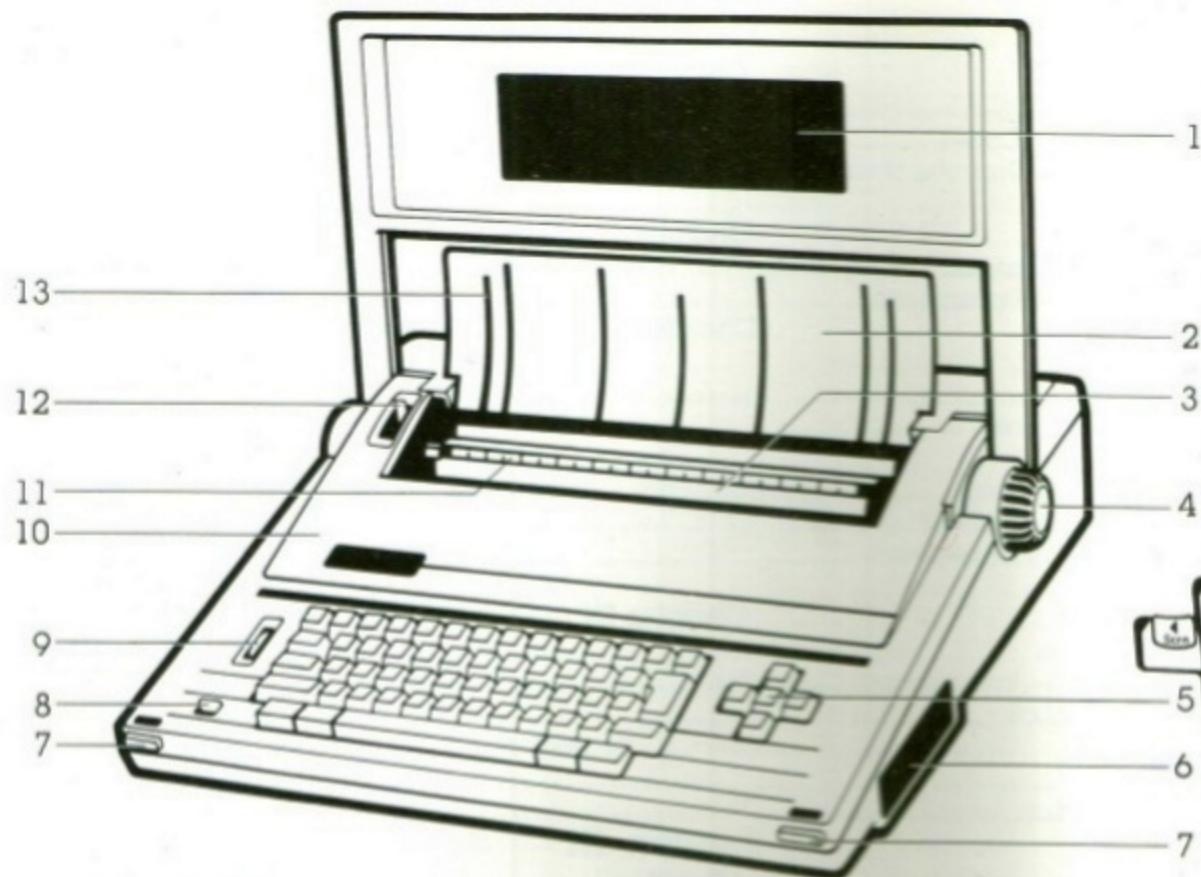
Section IV

Chapter 1

Ribbon Cassettes: Removing and Inserting	118
Printwheels: Removing and Inserting	119
Changing the Correcting Tape	120
Supplies	
Printwheels, DataDisks, Ribbon Cassettes, Correcting Tape	122
Care and Maintenance	
Cleaning	124
Safe Operating Recommendations	125
Obtaining Service	125
Packing Instructions	126
Product Consumer Warranty/Limited Warranty	127

Chapter II

Check Points, Word Processing Tips and Error Messages	128-129
Display Prompts	130
Index	131
Quick Reference Guide	131-132



- | | |
|------------------------------------|-------------------------|
| 1 Display Panel | 15 Return/Relocate Key |
| 2 Paper Support Panel | 16 Shift Key |
| 3 Platen | 17 Correct Key |
| 4 Platen Knob/Variable Line Spacer | 18 WordEraser® Key |
| 5 Cursor Keys | 19 Spacebar |
| 6 Disk Drive | 20 Margin L/R Key |
| 7 Display Release Button | 21 Code Key |
| 8 Mode Selector | 22 Shift Lock Key |
| 9 Contrast Dial | 23 Tab Clear Key |
| 10 Lid | 24 Tab Set Key |
| 11 Paper Bail | 25 Shift Lock |
| 12 Paper Release Lever | 26 Line Finder |
| 13 Paper Alignment Mark | 27 Print Hammer |
| 14 Back Space Key | 28 Print Hammer Release |
| | 29 Printwheel |

SECTION I

Chapter I

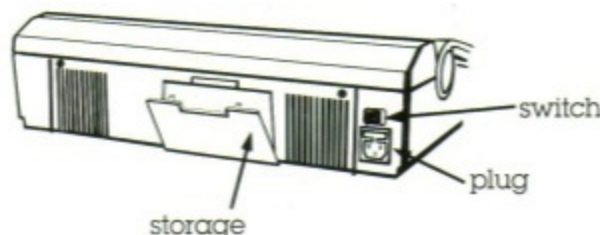
Powering Up Your PWP

How To Begin Using Your PWP

- Reference numbers correspond to those in the Feature Diagram on page 8



- Lift up the Display Panel by pushing the two Display Release Buttons (7) in front of the PWP unit and lifting panel at the same time.
- Lift up PWP Lid.
- Remove the yellow plastic carrier shipping protectors by pulling the cards attached to the strings. Then lift the cardboard correction tape shipping protector. Save these items with the carton and packing materials for possible future shipping needs.
- If you are using the PWP for the first time, advance left correction spool in direction of arrows until the colored portion disappears. (Refer to page 120, "Changing the Correcting Tape.")
- Close the PWP Lid securely or the PWP will not function properly. You will hear it snap into place. (If the Lid is not closed properly, the message **LID OPEN** will appear on the DISPLAY when power is turned on.)
- Remove cardboard insert in Disk Drive (6) by pushing the button on the front of the Disk Drive. (Disk Drive is located on right side of the PWP.) Save this insert and reinsert it whenever you transport your PWP.
- Unwrap electrical cord and plug it securely into the back of the PWP. The cord can be stored inside the compartment located in the back of the unit. To open the compartment, pull door forward.



- Connect the PWP to a proper electrical outlet.
- Turn power on. Switch is located on rear of typewriter.

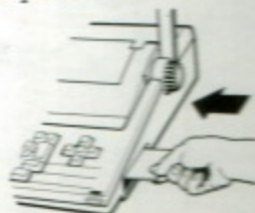
Tutorial DataDisk

Let PWP teach you its major features

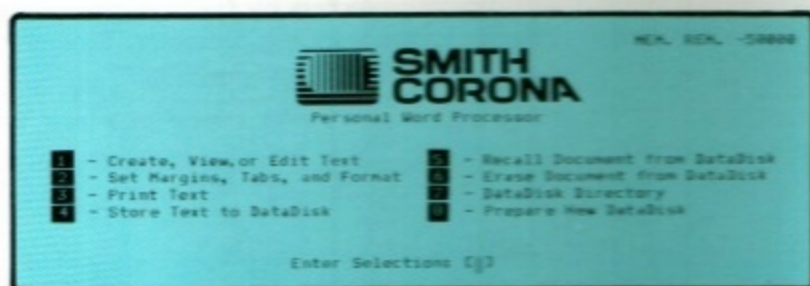
The Self Demonstration built into your PWP shows you how to operate some of its most popular features. We suggest you go through the demo first. (See page 3.) For further review and practice, a Tutorial is stored to the DataDisk included with your system. This is a quick and informative way to learn more about your PWP.

● **To recall the Tutorial from the DataDisk, follow the instructions below.**

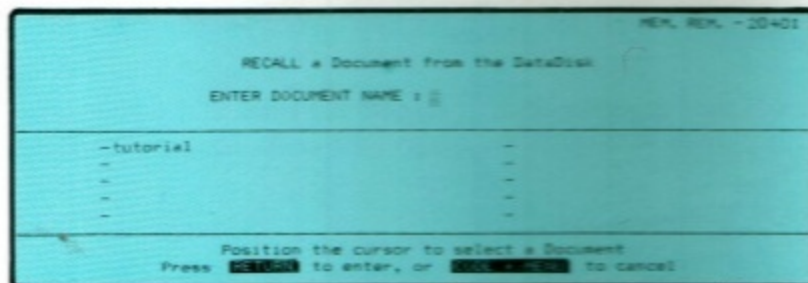
1. Refer to page 9 for directions on how to turn on your PWP.
2. Insert the DataDisk included with your system into the Disk Drive located on the right side of the PWP. The DataDisk has "tutorial" stamped on the label. Label side should be up. Slip the DataDisk into the opening until you hear it click into place.



3. Move Mode Selector (8) to WP. Your Display shows the Main Menu:



4. Press number **5 Key** to "Recall Document from DataDisk." The Display looks like this:



5. Press the **▼ Key (5)** once to move the Cursor next to the word "tutorial."
6. Then press the **Return/Relocate Key (15)**. The Main Menu returns.
7. Press number 1 to view the tutorial. Press number 1 again. **You're on your way to perfecting** word processing! Simply read the Display and follow the instructions.

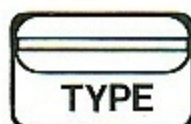
NOTE: The tutorial DataDisk is "write protected" when it leaves the factory. This means it cannot be stored to or erased until the protection has been reversed. This has been done to prevent new users from inadvertently erasing the tutorial. Refer to page 54 to learn how to unprotect the disk.

THE BASICS

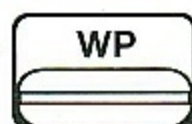
PWP Type Mode and WP Mode

Your PWP can be used as an electronic typewriter or as a full function word processor. To select TYPE MODE or WORD PROCESSING MODE, move the Mode Selector Switch (8), located to the left of the Keyboard.

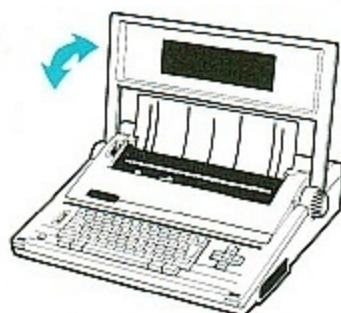
mode switch in type mode



mode switch in wp mode

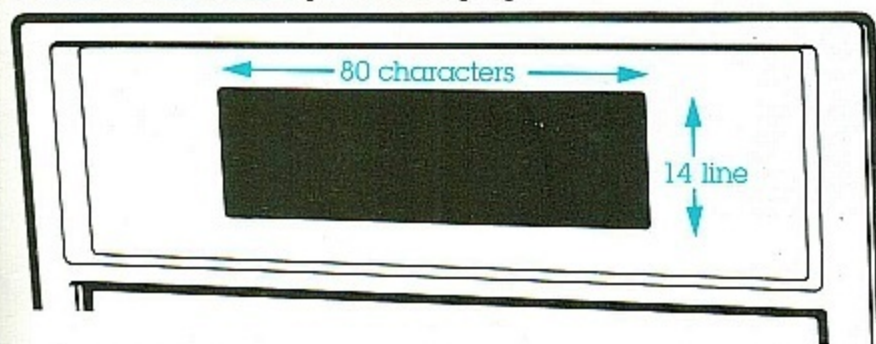




The Adjustable Panel Display



Your Display is located on the adjustable panel that covers your keyboard. Flip up the Display Panel, lift it as far back as it goes, bring it forward a little —adjust it until it best suits your eye contact level.

The PWP features an 80 character by 14 line Display.



- In  TYPE MODE, the typed characters immediately appear on paper. Your current format and feature status is displayed.
- In  WP MODE, characters appear on the Display as you type and are simultaneously entered into the built-in memory.

The Contrast Dial (9) adjusts the intensity of your Display.

Error Message

When the PWP receives an incorrect command or if the Lid is not closed properly, an ERROR MESSAGE appears on the Display. Close Lid if open -OR- touch Spacebar (19) or Code key (21) to remove the message and refer to the appropriate section in this manual for instructions.

Menus

Menu is a term used to describe information that appears on the Display at various times to list status or actions that you can select. They also contain prompts to assist you with each step.

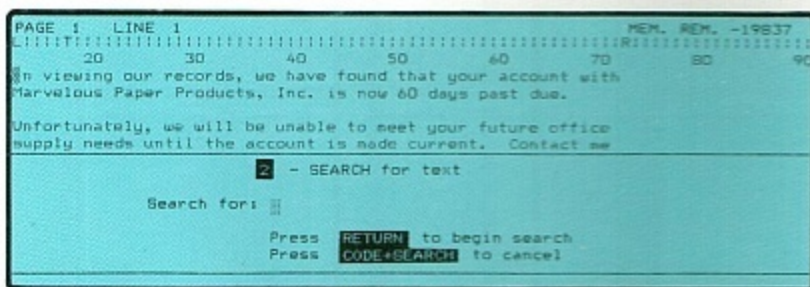
For example: This is the Main Menu in WP Mode.



Windows

The PWP is designed to help you make decisions when typing or editing text. When using some features, a window appears at the bottom on the Display to guide you through the steps.

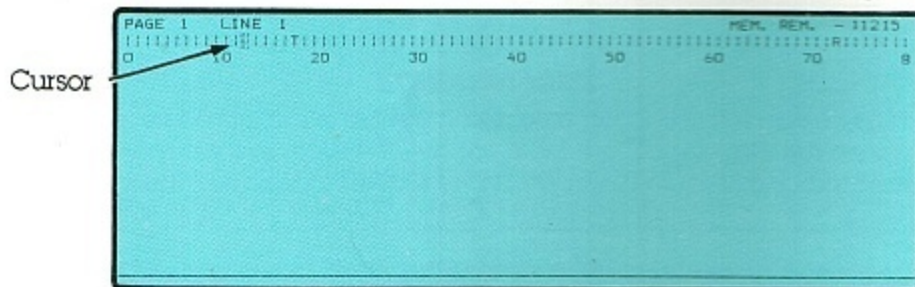
For example: This is a Search Window in WP MODE.



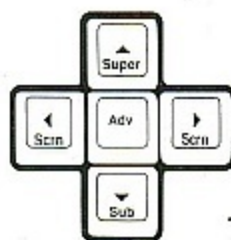
Cursor Bank

The Cursor is a dark rectangular box used in both Type and WP Modes. It appears on the scale at the top of the Display to show positioning. In WP Mode another Cursor shows where the next character will be typed or where a correction is to be made on the Display. In both modes, the Cursor is used to make menu selections.





For example: This shows typing position when creating text in WP Mode.







● Using the Cursor Keys



The Cursor can be moved by depressing the Cursor Keys(5) shown above.

-  Moves the Cursor Up
-  Moves the Cursor Down
-  Moves the Cursor to the Left
-  Moves the Cursor to the Right

In Word Processing Mode, quickly advances the Cursor in a direction when depressed before one of the directional keys. For example:

- Adv +  moves the Cursor to the beginning of text.
- Adv +  moves the Cursor to the end of text.
- Adv +  moves the Cursor to the left end of current line.
- Adv +  moves the Cursor to the right end of current line.

You will learn more about using the Cursor Keys as you learn how to use the PWP.

TO PROCEED:

To use your PWP as a TYPEWRITER, turn to page 14 .

-OR-

To use your PWP as a WORD PROCESSOR, turn to page 39.

SECTION II

Chapter I


USING YOUR PWP AS A TYPEWRITER

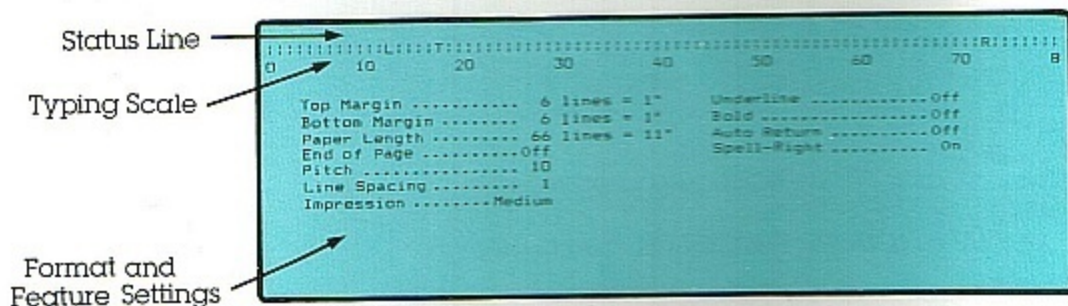


Throughout this manual, the **Code + Key** (21) illustration will designate when Code must be depressed and held down while the second key is depressed.

Getting Started In Type Mode

How to Start Typing

- Move  Mode Switch to TYPE.
- Turn Power Switch ON.
Carrier moves to the left preset margin and the Smith Corona logo followed by the pre-set Status Menu appears on the Display:



Status Line - The Status Line displays error messages and prompts.

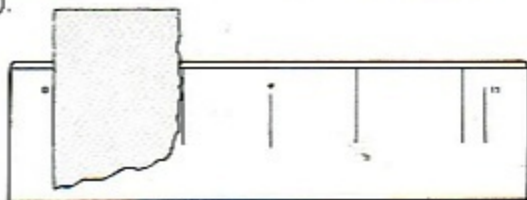
Typing Scale - Shows margins and tabs. A Cursor appears on the scale and moves along the scale as you type.

Format and Feature Settings - Shows status of Format features (for example: Pitch - 10) and enhanced features (for example, Bold - OFF).

● Automatically Insert Paper



1. Insert the paper securely behind the Platen (3) along the Paper Alignment Mark (13) on the Paper Support Panel (2).



2. Lift Paper Bail (11) away from the Platen.
3. Depress **Code + I (In) Key**.
Your paper automatically advances and stops at the location indicated by the top margin setting in the Format. (The Top Margin is set at 1" from the top of the paper when the PWP is turned on. This setting can be changed, see page 23.)

You may advance the paper further by using the Index Feature(▼) or **Return/Relocate Key**.

4. To center or straighten paper, pull the Paper Release Lever (12) forward.

NOTE: Correction Memory is erased when you use the Automatic Paper Insert Feature. See Correction, page 29.

● Type Text

As you type, characters print on paper. The Cursor on the Typing Scale on the Display moves also. If you make an error the electronic dictionary will beep (if activated). You will learn about the Spell-Right® Dictionary on page 107. You will learn how to correct mistakes on page 29.

When typing is completed, turn the Power Switch OFF.

● Eject Paper

Eject paper by pulling the Paper Release Lever forward and lifting the paper out.

Margins and Tabs

Using Preset Margins and Tabs

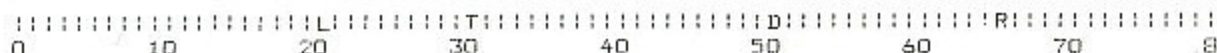


When you turn on your PWP, margins and tabs are preset in 10 Pitch (Pica) for general typing purposes. These settings are shown above:

Left Margin — 12
Right Margin — 72
Tab — 17

Margins

● Setting Margins



In the above example, the Left Margin has been changed to position 20, the Right Margin has been changed to position 65. A Regular Tab has been set at position 30 and a Decimal Tab has been set at position 50.

In Typewriter mode, margins can easily be changed.

Left Margin

Margin	L
	R

1. Move Print Hammer (27) to desired Left Margin using **Spacebar** or **Back Space** (14) Key. You can also use the left ◀ or right ▶ Cursor Keys. The CURSOR also moves along the typing scale.
2. Depress the **Margin Key** (20). The letter "L" appears on the typing scale at the new location. A beep is heard. The original left margin and preset tab disappear.

Right Margin

Code

 +

Margin	L
	R

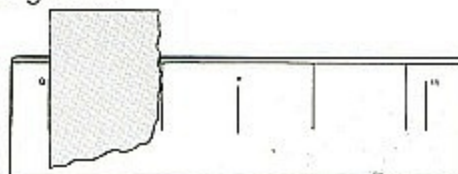
1. Move Print Hammer to desired Right Margin using **Spacebar** or **Back Space Key**. You can also use the Left ◀ or Right ▶ Cursor Keys. The Cursor also moves along the typing scale.
2. Depress the **Code + Margin Key**. The letter "R" moves to the new location on the typing scale. A beep is heard.

To signal that you are near the right margin, your PWP will beep 5 spaces before the margin in TYPE MODE.

The margins that you set are not saved when you turn off the PWP.

NOTE: Your PWP easily handles 13" wide paper and an 11" typng line. The 0 & 11 markings on the Paper Support Panel show you maximum typing area.

The arrow shows the center of your maximum typing area. The 0 marking also indicates where left edge of paper 11" or less should be inserted.



Regular and Decimal Tabs

● Setting Regular and Decimal Tabs

You can set Regular or Decimal Tabs in TYPE MODE. Decimal tabulation automatically aligns numbers by decimal point and makes it easy to type financial or statistical columns.

123.45 Decimal Tab
 2.37
 45.01

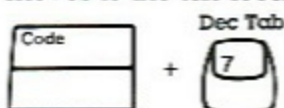
16 tabs may be set. Tabs may be set to the right of the right margin. Tabs may not be set to left of left margin.

Regular Tabs

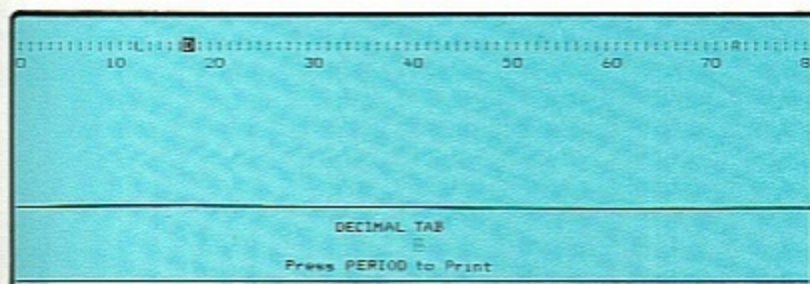


1. Position Print Hammer to desired Tab location. The Cursor also moves along the typing scale.
2. Depress the **Tab/S Key** (24). The letter "T" appears on the typing scale. A beep is heard.
3. Repeat steps 1 and 2 to set other Regular Tabs.
4. To move to each Regular Tab setting, depress the **Tab/C Key** (23). (The CURSOR on the status line also moves to the tab location.)

Decimal Tabs



1. Position Print Hammer to desired Decimal Tab location. The CURSOR moves along the typing scale.
2. Depress **Code + Dec Tab (7) Key**. The letter "D" appears on the typing scale. A beep is heard.
3. Repeat steps 1 and 2 to set other Decimal Tabs.
4. Depress **Return/Relocate Key**.
5. To move to each Decimal Tab location, depress **Tab/C Key**. (The CURSOR on the Status Line moves to the tab location.) A window appears on the Display: Blinking Cursor is at Decimal Tab location.



6. Type the numbers preceding the decimal point. These numbers appear in the Window. Use the **Correct Key** or **WordEraser® Key** to correct errors, (see page 29). To cancel the Decimal Tab, depress **Return/Relocate Key** to exit the window, after depressing **WordEraser® Key** to clear any numbers typed.
7. Type the decimal point. The number prints and the Window disappears..
8. Type the numbers following the Decimal Point.
9. Repeat steps 5 through 8 for other decimal tabs.

NOTE: The Decimal Tab feature also can be used to align numbers on any character or print a column flush right. See page 19.

The tabs you set are not saved when you turn your PWP off.

If the preset format is displayed, the preset tab disappears as soon as a regular tab or decimal tab is set.

● Removing Tabs



To remove one tab setting:

1. Position Print Hammer to that setting. (Cursor on status line also moves to the tab position.)
2. Depress **Code + Tab/C Key**. Release immediately. The "T" or "D" disappears from the typing scale. One beep is heard.

● To Clear All Tabs

1. Depress **Code + Tab/C Key** until two beeps are heard. If you are located on a tab position, three beeps are heard. All "T's" and "D's" disappear from the typing scale.

● To Change All Decimal Tabs to Regular Tabs



1. Depress the **Return /Relocate Key**.
2. Depress the **Tab/S Key**.
The "D's" change to "T's" on the typing scale. Two beeps are heard.

● To Change All Regular Tabs to Decimal Tabs



1. Depress the **Return/Relocate Key**.
2. Depress the **Code + Dec Tab (7) Key**.
The "T's" change to "D's" on the typing scale. Two beeps are heard.



Align Text on Any Character

Using the Decimal Tab feature, you can align numbers under any character or print a column of text flush right.

For example:

Example 1:

1,000
12,000
930,000

Example 2:

Chicago
New York
Charlotte

1. Set a Decimal Tab at desired alignment position.
2. Depress **Return/Relocate Key**.
3. Depress **Tab/C Key** to move Cursor to Decimal Tab location.
Window appears on the Display.
4. Type information to point of alignment.

Example 1:

1,

Example 2:

Chicago

Text is Displayed.

5. Depress **Return/Relocate Key**. Text prints.
6. Type remaining information, if any.

Example 1:

000

7. Depress **Return/Relocate Key** to advance to next line.
8. Tab to Decimal Tab location.
9. Type information to point of alignment for second line.

Example 1

12,

Example 2

New York

Text is displayed.

10. Depress **Return/Relocate Key**. Text prints.
11. Type remaining information, if any.

Example 1:

000

12. Depress **Return/Relocate Key** to advance to next line.
13. Continue in this manner to align text.

An Application

The Business Letter

Today's Date

Letter from the President:

Dear Investor:

We are extremely pleased to announce that "The Culinary School Franchise Program" has just concluded its second banner year.

These percentage growths far surpassed projected goals.

97.9%	1985 Sales Profits
163.1%	1986 Sales Profits
130.5%	Growth in Franchise Base
171.3%	Growth in Student Base

The primary reasons for this growth are (1) our expansion of our franchise base -- we now have centers in 43 cities, (2) our successful development of an individualized and highly visible physical appeal, (3) the continuation of our strong franchise incentive program.

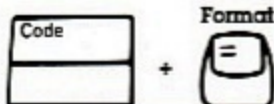
To type the above letter:

Set: Left Margin - 15
Right Margin - 65
Decimal Tab - 25
Regular Tab - 35

Automatically insert paper.

1. Type: Today's Date
2. Depress **Return/Relocate Key** four times.
3. Type: Letter from the President:
4. Depress **Return/Relocate Key** four times.
5. Type: Dear Investor:
6. Depress **Return/Relocate Key** twice.
7. Type the first two paragraphs as shown.
8. Depress **Return/Relocate Key** twice.
9. Tab to location 25. (Then look at Display.)
10. Type: 97.
11. Type: 9%
12. Tab to location 35.
13. Type: 1985 Sales Profits
14. Depress **Return/Relocate Key**.
15. Tab to location 25.
16. Repeat steps 10-14 for the next three lines typing the appropriate information.
17. Depress **Return/Relocate Key** again.
18. Type the last paragraph.

Format



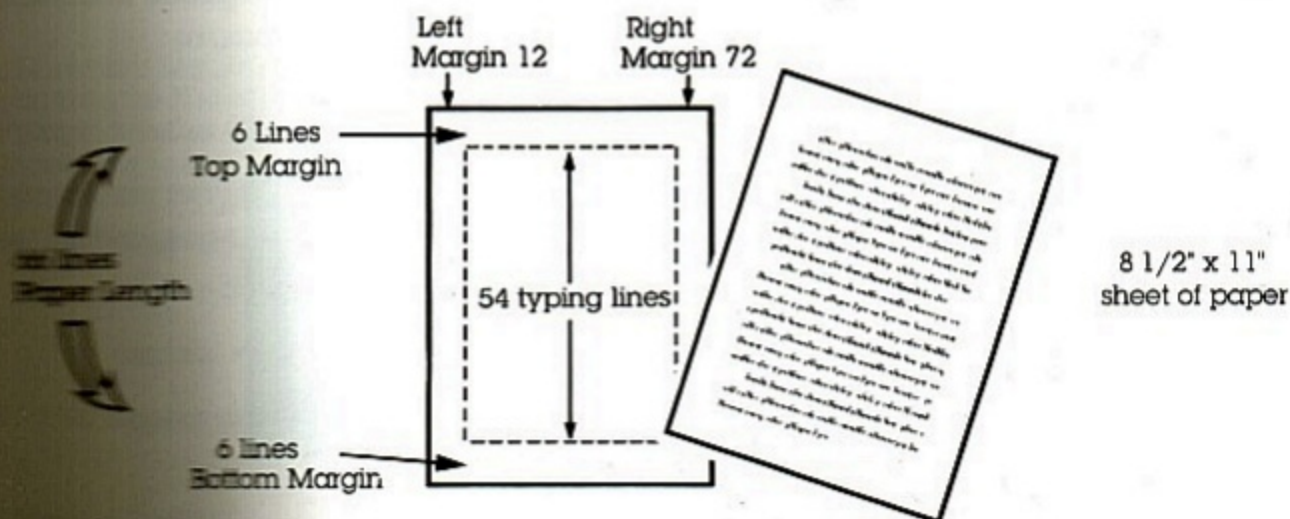
End of Page Warning, Pitch, Line Spacing, Impression Control, Top and Bottom Margins and Paper Length are all selected by using the Format feature.

When you turn on your PWP, a preset format is activated. These settings remain active until you turn your PWP off or change the selections. Changes selected in TYPE MODE carry over to WP MODE and changes made in WP MODE carry over into TYPE MODE.*

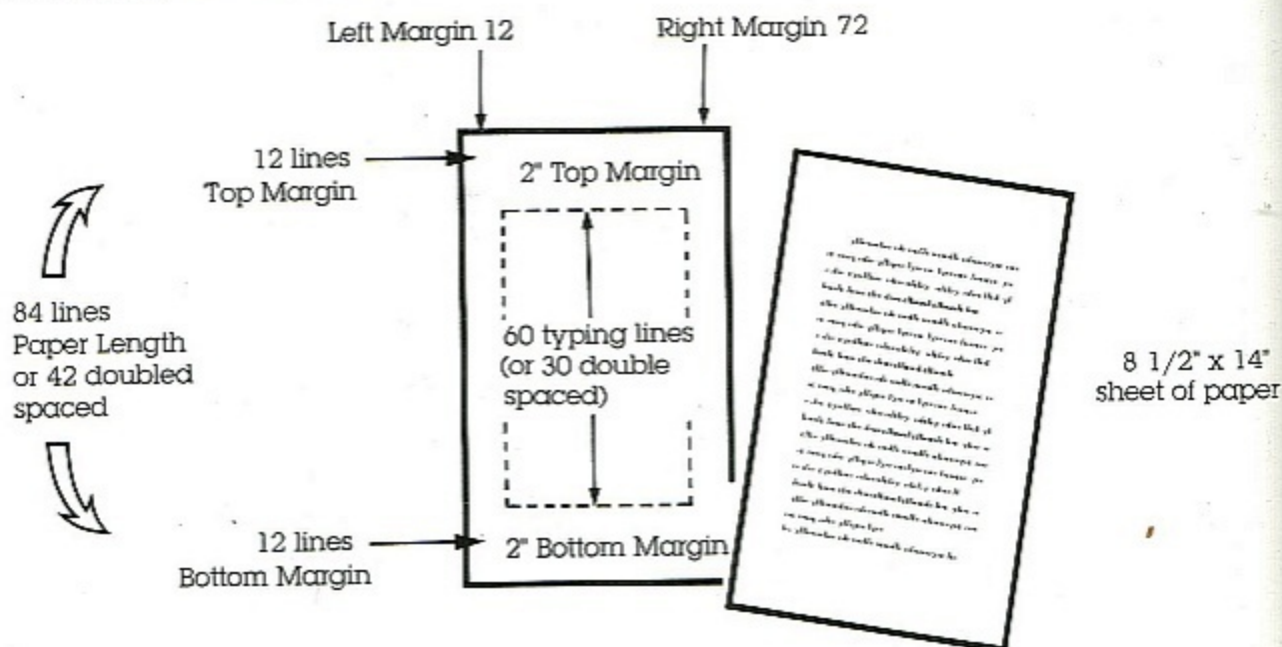
Example: Format Menu with preset selections. These settings are used for the Standard Page below.



Standard Page



You can change this standard format. For example: If you want to type a series of legal sized pages (14" paper length) with 30 double spaced lines each, centered vertically, change your Format Selections shown below.



42 double spaced lines per 14" paper
-30 double spaced lines of text
 12 double spaced lines (24 single) left over for top and bottom margins.

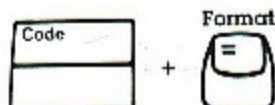
Your new menu selections would be:

```

.....L.....T.....R.....
0      10     20     30     40     50     60     70     80
Pitch      10
Line Spacing 2
Impression Med
Top Margin 12 Lines = 2"
Bottom Margin 12 Lines = 2"
Paper Length 84 Lines = 14"
End of Page Off

Press SPAC: PAR to select, RETURN to enter, or CODE + FORMAT to cancel
  
```

Top Margin



The **Top Margin** indicates the number of lines that will be advanced during Automatic Paper Insert.
The **Top Margin** is preset for 6 lines (1") and can easily be changed.

Changing the Top Margin:

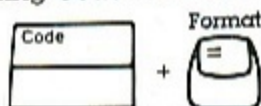
1. Depress **Code + Format (Equal) Key** to activate Format margin option. Cursor is automatically located at this option.
2. Depress **▲** or **▼** Key to move Cursor to Top Margin option.
3. Depress **Spacebar** to change selection. Number increases as you space. Hold the **Spacebar** down to scroll faster. Depress **Backspace Key** to decrease number.

NOTE: When inch or half inch levels are displayed, the equivalent inch is also displayed.
For example: 6 lines = 1"
9 lines = 1 1/2"
12 lines = 2"

When other levels are selected, such as 7 lines, inch measurements are not displayed.

3. Depress **Return/Relocate Key** to enter your selection and to exit Format.
OR
Depress **Down Key** to move CURSOR to next Option.
You can cancel your selections as long as you have not depressed the **Return/Relocate Key**, by depressing **Code + Format Key**.

Bottom Margin

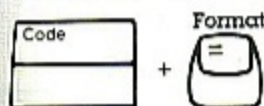


The **Bottom Margin** sets the location where End of Page Warning beeps will be heard. When you activate the End of Page Warning (see page 24), the PWP beeps when it reaches the Bottom Margin location. Be sure the Paper Length setting is accurate (see below). The Margin is preset to 6 lines (1") and can be easily changed. We do not recommend setting the Bottom Margin less than six lines.

Changing the Bottom Margin:

1. Depress **Code + Format (Equal) Key** to activate Format (if not already activated).
2. Depress **▼** or **▲** Key to move CURSOR to Bottom Margin option.
3. Repeat steps 2 and 3 above, "Changing the Top Margin."

Paper Length



When the End of Page Warning feature is activated, the Page Length setting in conjunction with the Bottom Margin setting determines where the warning beeps will be heard.

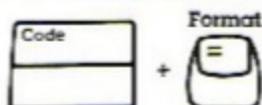
Changing Paper Length

8 1/2" paper = 6 lines, 11" paper = 66 lines, 14" paper = 84 lines. You can set the format for any paper length.

1. Depress **Code + Format (Equal) Key** to activate Format (if not already activated).

2. Depress ▼ or ▲ Key to move Cursor to Paper Length Option.
3. Repeat steps 2 and 3 above, "Changing the Top Margin."

End of Page Warning



When the End of Page Warning is activated, your PWP begins to count the lines as soon as you automatically insert your paper and beeps three times when it reaches the Bottom Margin. **End of Page** flashes on the Status line.

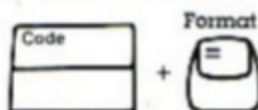
● Setting the End of Page Warning

1. Depress **Code + Format Key** to activate Format (if not already activated).
 2. Depress ▲ or ▼ Key to move Cursor to End of Page option, if not already there.
 3. End of Page Warning is preset to OFF. Depress the **Spacebar** to turn warning ON. Warning beeps will be heard when Bottom Margin is reached.
 4. Depress **Return/Relocate Key** to enter your selection and to exit Format.
- OR-
- Depress ▼ Key to move Cursor to next option.

You can cancel your selections, as long as you have not depressed the **Return/Relocate Key**, by depressing **Code + Format Key**.

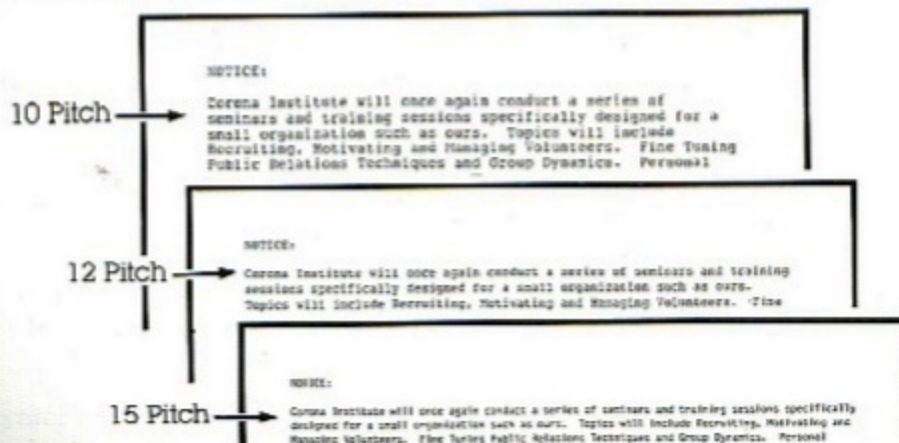
NOTE: Automatically insert paper when using the End of Page Warning. This activates the line counter. Do not use the Platen Knob to advance paper. If you do, the line counting will be inaccurate. To adjust typing position, use the **Return/Relocate Key** or the ▲ / ▼ Keys.

Triple Pitch



Your PWP has been designed with triple Pitch capabilities: 10 characters per inch (Pica), 12 characters per inch (Elite), and 15 characters per inch (Micro).

When you use preset margins, the same letter will print as follows, depending on the Pitch you have selected. Notice how each Pitch allows a different number of characters between margins.



Example: Using preset margins with each PITCH selection:

Since the number of characters per inch varies depending on Pitch selected, margin settings also vary:

10 Pitch (Pica) gives you 10 characters per inch and preset

Left Margin - 12

Right Margin - 72

Tab - 17

12 Pitch (Elite) gives you 12 characters per inch and preset

Left Margin - 14

Right Margin - 86

Tab - 20

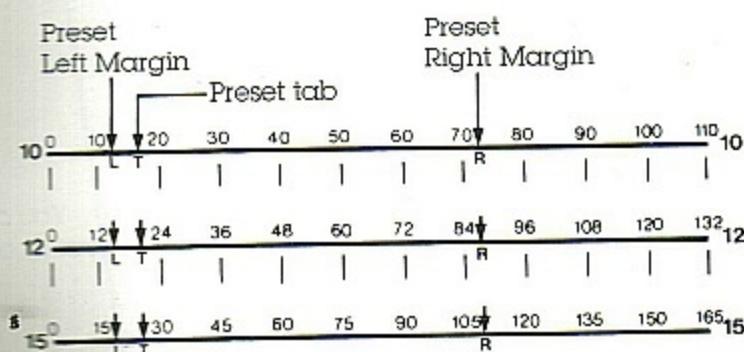
15 Pitch (Micro) gives you 15 characters per inch and preset

Left Margin - 18

Right Margin - 108

Tab - 25

Use the scale below for comparable positions:



● Selecting Pitch

1. Depress **Code + Format Key** to activate Format (if not already activated).
2. Depress **▼** or **▲ Key** to move Cursor to Pitch option.
3. Depress **Spacebar** to change selection from 10 to 12, 12 to 15 or 15 to 10.
4. Depress **Return/Relocate Key** to enter your selection and to exit Format.
-OR-
Depress **▼ Key** to move Cursor to next option.

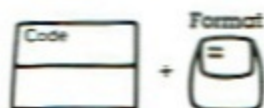
You can cancel your selections as long as you have not depressed the **Return/Relocate Key**, by depressing **Code + Format Key**.

5. Change Printwheels to select another typestyle or if you change Pitch. (To change Printwheel, refer to page 119).

NOTE: You can select an alternative Pitch at any time while typing text. Depending on the "look" you want, elite (12 Pitch) printwheels can be used when the typewriter is set in Pica (10 Pitch).

Correction Memory is erased when you change Pitch.

Line Spacing



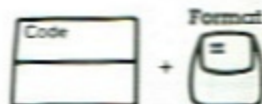
You can select single line spacing, 1 1/2 line spacing or double spacing.

● Selecting Line Spacing:

1. Depress **Code + Format Key** to activate Format (if not already activated).
2. Depress **▼** or **▲ Key** to move Cursor to Line Spacing option.
3. Depress **Spacebar** to change selection from 1 to 1 1/2, 1 1/2 to 2 or 2 to 1.
4. Depress **Return/Relocate Key** to enter your selection and to exit Format.
-OR-
Depress **▼ Key** to move Cursor to next option.

You can cancel your selections as long as you have not depressed the **Return/Relocate Key**, by depressing **Code + Format Key**

Impression Control



Impression Control is the force used by the print mechanism to strike the typing paper. You can select light, medium or heavy impression control. It is recommended that if you are typing carbons, select heavy impression. For normal typing use medium impression.

● Selecting Impression Control:

1. Depress **Code + Format Key** to activate Format (if not already activated).
2. Depress **▼ Key** to move Cursor to Impression option.
3. Depress **Spacebar** to change selection from Light to Medium, Medium to Heavy or Heavy to Light.
4. Depress **Return/Relocate Key** to enter your selection and to exit Format.
-OR-
Depress the **Code + Format Key** to cancel your selections.

You can cancel your selections, as long as you have not depressed the **Return/Relocate Key**, by depressing **Code + Format Key**.

An Application

The Business Letter #2

Today's Date

Letter from the President

Dear Franchisee:

We are extremely pleased to announce that "The Culinary School Franchise Program" has just concluded its second banner year. The primary reasons for this growth are (1) the expansion of our franchise base -- we now have centers in 43 cities, (2) our successful development of an individualized and highly visible appeal, (3) the continuation of our strong franchise incentive program.

Currently, we are enhancing our already well selected and thorough curriculum. New courses include:

- Preparing Formal Dinners in Advance
- The European Cold Supper Plate
- Marinades for the Grill

Details will follow.

We are extremely pleased to announce that "The Culinary School Franchise Program" has just concluded its second banner year. The primary reasons for this growth are (1) the expansion of our franchise base -- we now have centers in 43 cities, (2) our successful development of an individualized and highly visible appeal, (3) the continuation of our strong franchise incentive program.

Currently, we are enhancing our already well selected and thorough curriculum. New courses include:

- Preparing Formal Dinners in Advance
- The European Cold Supper Plate
- Marinades for the Grill

Details will follow.

To type Business Letter #2:

Set:

Left Margin	-	15
Right Margin	-	65
Tab	-	25

Then depress **Code + Format Key** to set:

Top Margin	-	10
Bottom Margin	-	10
Paper Length	-	66
End of Page	-	On
Pitch		10
Line Spacing	-	2
Impression	-	Medium

Depress **Code + Format Key** to enter selections and exit Format.

1. Automatically insert paper - it advances 15 lines.
2. Type:
Today's Date
3. Depress **Return/Relocate Key** twice.
4. Type:
Letter from the President
5. Depress **Return/Relocate Key** twice.
6. Type:
Dear Franchisee:
7. Depress **Return/Relocate Key** twice.
8. Type the paragraph. As you type, occasionally look at the end of page counter on the Status Line.
9. Depress **Return/Relocate Key** twice at the end of the paragraph.
10. Type:
Currently, we are enhancing our already well selected and thorough curriculum. New courses include:
11. Depress **Return/Relocate Key** once.
12. Tab to location 25 and type:
Preparing Formal Dinners in Advance
13. Depress **Return/Relocate Key**.
14. Tab to location 25 and type:
The European Cold Supper Plate
15. Depress **Return/Relocate Key**.
16. Tab to location 25 and type:
Marinades for the Grill
17. Depress **Return/Relocate Key** twice.
18. Type:

Details will follow.

When you are at the end of the page, you will hear the end of page beep.

Now change Pitch to 12, change Printwheel and retype the letter.

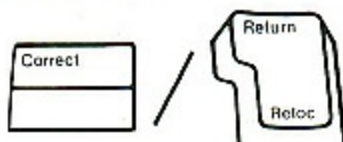
Chapter II

Correction

The PWP remembers one full line of characters and will automatically correct any or all of those characters. Characters beyond the full line are easily corrected with an extra step.

NOTE: The correction memory is erased when you use the Automatic Paper Insert feature (see page 15), change Pitch, use Half Space, ▼ or ▲ **Keys** (Index/Reverse Index features), move to WP Mode, or turn the PWP off.

Correct Key/Relocate

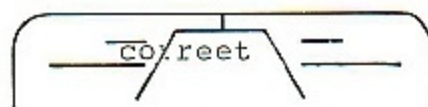


- **Removing Any or All Characters on the Current Line.**

1. Depress the **Correct Key** (17) to delete an incorrect character. Hold down to continue correcting.
2. Type the new characters in the spaces where the incorrect ones have been deleted.

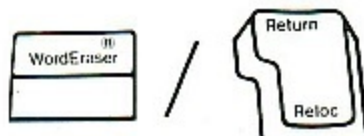
- **Correcting Any Character on the Current Line.**

1. BACK SPACE or SPACE to incorrect character.



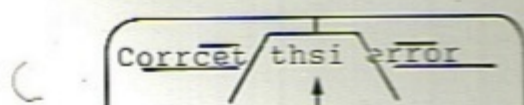
2. TAP the **Correct Key** (17) then release. DO NOT HOLD the key down, otherwise more characters will be removed.
3. Type the correct character.
4. After correcting the error, depress the **Code + Return/Relocate Key** to quickly return to your last typing position.

WordEraser®/Relocate



- **Correcting An Entire WORD Or WORDS on the Current Line.**

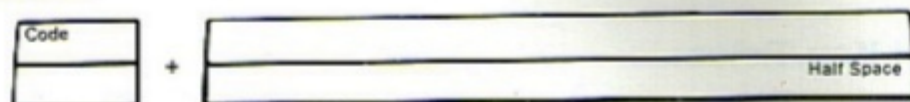
1. BACK SPACE or SPACE to any character in the incorrect word. If you are correcting more than one word, position the Print Hammer to the right-most word in the series to be corrected.



- Depress the **WordEraser® Key** (18) once for each incorrect word. The error is erased.
- Type in the correct word/words.
- After correcting an error further back on the line, depress the **Code + Return/Relocate Key** to quickly return to your last typing position.

NOTE: If you depress the **WordEraser Key** while between words, the word to the left of the space will be deleted.

Half Space



The Half Space feature is used when making corrections where you left out a character or typed in one too many. When Half Space is activated, the typing position moves a half space to the right. Regular spacing returns when Half Space is deactivated or when you depress the **Return/Relocate Key**.

regular typing iiii
half space typing iiii

● Correcting An Error - Adding Another Character:

- Erase the incorrect word using the **WordEraser® Key**.
- BACK SPACE one additional space beyond the first character of the word erased.

I hear it
↑

- Depress **Code + Spacebar**. (The Print Hammer advances a half space).
- Type in correct word.

I heard it

- Deactivate half space by depressing **Code + Spacebar** or by relocating to your last typing position, (**Code + Return/Relocate Key**).

● Correcting An Error - Removing a Character:

- Erase the incorrect word using the **WordEraser Key**.
- Depress **Code + Spacebar**. (The Print Hammer advances a half space.)
- Type in correct word.

I had it

- Deactivate half space by depressing **Code + Spacebar** or by relocating to your last typing position, (**Code + Return/Relocate Key**).

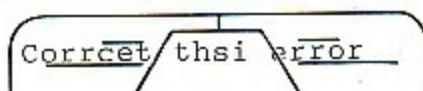
NOTE: Correction Memory is erased when you use the Half Space feature.

Manual Correction/Relocate



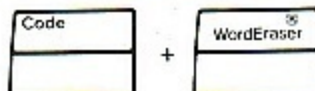
Correcting An Error on Another Line

1. Position the Print Hammer to the line where the error is located by using the Reverse Index (**▲ Key**), Index (**▼ Key**) or **Return/Relocate Key**. Do not use the Platen Knob. Characters should be evenly centered between lines on plastic guide.



2. BACK SPACE or SPACE to incorrect character.
3. Depress **Code + Correct Key**
The Status Line displays: **Manual Correct**
4. Retype the incorrect character to remove the error.
5. Type the correct character.
6. Depress the **Code + Return/Relocate Key** to quickly return to your last typing position.

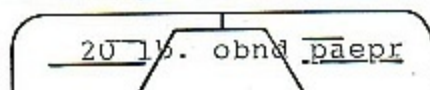
Forward Correction/Relocate



Forward Correction removes several characters or words on another line with fewer steps.

Correcting Several Characters or Word(s) On Another Line

1. Position the Print Hammer to the line where the error is located by using the Reverse Index (**▲ Key**), Index (**▼ Key**) or **Return/Relocate Key**. Do not use the Platen Knob. Characters should be evenly centered between lines on plastic guide.
2. Position the PRINT HAMMER to the first character in the series to be corrected.



3. Depress **Code + WordEraser Key**.
The Status Line displays: **Forward Correct**
4. Retype all the characters or words to be erased. (As you type, the typewriter erases each character and you may have to adjust your typing speed to allow the typewriter to correct properly.)
5. When all incorrect characters are erased, depress **Code + WordEraser Key**. Print Hammer returns to the first character you erased.
6. Type the correct characters or words.
7. Depress **Code + Return/Relocate Key** to return to your last typing position.

NOTE The Half Space feature (see p. 30) can also be used when making corrections on another line.

Important

BOLD PRINT

BOLD must be activated on your typewriter before manually correcting characters typed in **BOLD PRINT** (See p. 33).

PRINTWHEELS

If you changed Printwheels, be sure to insert the proper Printwheel before making corrections.

Exercises - Correction

Corrections on Current Line

Using the **Correct Key**:

1. Type:
The Culinary Schools received the premotional packages.
2. Position Print Hammer to the "e" in "premo**tional**".
3. Depress **Code + Correct Key**.
4. Type: "o"
5. Depress **Code + Return/Relocate Key**.

Using the **WordEraser® Key**:

1. Type:
The Culinary Schools recieved teh promotional packages.
2. Position Print Hammer to any character in "teh"
3. Depress **WordEraser Key** twice.
4. Type:
received the
5. Depress **Code + Return/Relocate Key**.

Half Spacing.

1. Type:
The Best Chef Award is a one wek trip to Barbados.
2. Position Print Hammer to any character in "wek"
3. Depress **WordEraser Key** to erase the word.
4. BACK SPACE one space.
5. Depress **Code + Spacebar**.
6. Type: week
7. Relocate to last typing position or deactivate half space by depressing **Code + Spacebar**.
8. Type:
Second prize is a complete homme entertainment center.
9. Position Print Hammer to any character in "homme"
10. Depress **WordEraser Key** to erase word.
11. Depress **Code + Spacebar Key**.
12. Type: home
13. Depress **Code + Return/Relocate Key**.

Corrections On Another Line

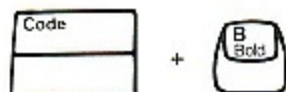
Manual and Forward Correction

1. Type:
The Culinary School Sales Force Incentives Awards include:
Trips to Hawaii, St. Croix, New Yerk City...
Cars, movie camera, vcrs and cumpect disk players
and dozens of other fine prizes.
2. Position Print Hammer to "e" in "Yerk."
3. Depress **Code + Correct Key**. Type "e" to erase it. Then type "o"
4. Position Print Hammer to "c" in "cumpect."
5. Depress **Code + WordEraser Key** and re-type "cumpect" to remove word.
6. Depress **Code + WordEraser Key** and type "compact."
7. Depress **Code + Return/Relocate Key**.

Chapter III

Enhanced Typing Features

Bold Print

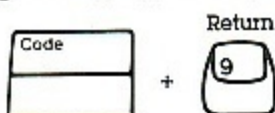


Your PWP can type in BOLD print.

Using Bold Print:

1. Depress the **Code + B Key**. A beep is heard. Status setting on Display changes to **Bold ON**.
2. Type text. You may have to adjust your typing speed when Bold is activated.
3. To turn off BOLD print, depress **Code + B Key**. No beep is heard. Status setting on Display changes to **Bold OFF**.

Auto Return



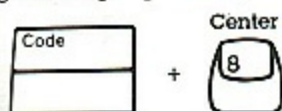
You can program your typewriter to automatically return at the end of each line. When a space or hyphen is typed in the "warning zone" — which begins five spaces before the right margin, the carrier automatically returns to the next line.

For lengthy words falling at the end of the line, simply type a hyphen as you normally would.

Using Auto Return

1. Depress the **Code + Auto Return (9) Key**. A beep is heard. Status setting on Display changes to: **Auto Return ON**.
2. Type text as usual but do not depress the **Return/Relocate Key** at the end of the line. Depress it only at the end of short lines or to separate paragraphs.
3. To deactivate Auto Return, depress **Code + Auto Return Key**. No beep is heard. Status setting on Display changes to: **Auto Return OFF**.

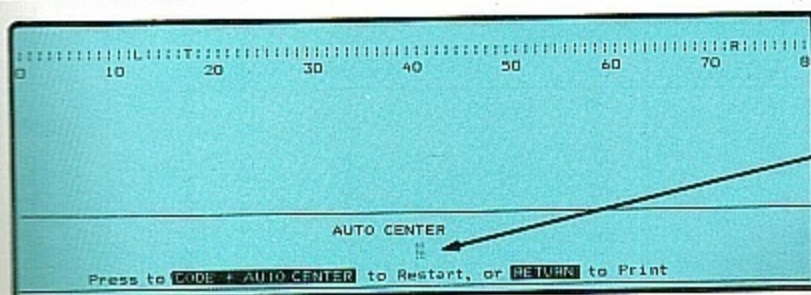
Auto Center



This feature automatically centers text between margins.

Centering Text :

1. Depress the **Code + Auto Center (8) Key**. A beep is heard. Auto Center Window appears. Blinking Cursor is at center location.



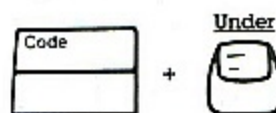
Blinking
Cursor

2. Type the text to be centered. As you type, the text appears in the window.

If a mistake is made, simply use the **Correct Key** or **WordEraser Key** -OR- Depress **Code + Auto Center Key** to restart centering.

3. Depress **Return/Relocate Key**. Text prints automatically centered on paper. The **Return/Relocate Key** terminates the Auto Center Feature.

Auto Underscore



This feature automatically underscores words and spaces as you type.

● Using Auto Underscore:

1. Depress **Code + Auto Under (Hyphen) Key**. A beep is heard. Status setting on Display changes to **Underscore ON**.
2. Type your text.
3. To turn Auto Underscore off depress **Code + Auto Under Key**. No beep is heard. Status setting on Display changes to **Underscore OFF**.

NOTE: When Auto Underscoring is on in TYPE MODE, you may need to adjust your typing speed to allow the typewriter to print properly.

Undoing Auto Underscore:

To erase only the underscoring from auto underscored text.:

Use Forward Correct method, see page 31 .

Manual Underscore



You can also manually go back and underscore text.

1. Position Print Hammer under the first character of text to be underscored.
2. Depress **Shift + Underscore/Hyphen Key**.



You can activate auto underscore while designing forms:

Name

Address

Subscripts/Superscripts



Your PWP easily performs subscripts and superscripts.

● Activating Subscripts:

1. Depress **Code** + **▼ Key** to move typing position down one-half line.
2. Type the subscript (for example: H_2O)
3. Depress **Code** + **▲ Key** to return to your original typing line.

● Activating Superscripts:

1. Depress **Code** + **▲ Key** to move typing position up one-half line.
2. Type the superscript (for example: 18^{th})
3. Depress **Code** + **▼ Key** to return to your original typing line.

NOTE: PWP will not allow you to depress Subscript (**Code** + **▼ Key**) or Superscript (**Code** + **▲ Key**) more than once before typing a character or returning to your original line.

Index/Reverse Index



To move your typing position up or down the paper in increments equal to your line space setting, use your **▼** and **▲** Keys.

1. Depress **▲ Key** (**Reverse Index**) to move typing position up.
2. Depress **▼ Key** (**Index**) to move typing position down.

NOTE: Using the Index/Reverse Index Keys erases correction memory.

These are repeating keys. If they are held down, the paper will continue to move up or down.

Exercises

Enhancements

Sales Incentive Awards

Once again, we are offering an outstanding incentive program to our franchise program marketing staff.

Prizes
Trips to Hawaii, St. Croix, New York City, cars
boats, movie cameras, vcrs and compact disc players.

All Marketing Representatives have a chance to win!

Details will follow.

To type the above:

Set:

Left Margin	-	15
Right Margin	-	65
Auto Return	-	ON
Pitch	-	10

Automatically insert paper:

1. Depress **Code + B Key** to activate Bold Print.
2. Depress **Code + Auto Center (8) Key** to activate Auto Center.
3. Type: Sales Incentive Awards
4. Depress **Return/Relocate Key** to print.
Then depress **Return/Relocate Key** three times.
5. Deactivate Bold by depressing **Code + B Key**.
6. Type the following **but** do not depress **Return/Relocate Key** at the end of the sentences:
Once again, we are offering an outstanding incentive program to our franchise program marketing staff.
7. Depress **Return/Relocate Key** twice.
8. Depress **Code + Auto Center Key** and center Prizes.
9. Depress **Return/Relocate Key** twice.
10. Type:
Trips to Hawaii, St. Croix, New York City, cars,
boats, movie cameras, vcrs and compact disk players.
11. Depress **Return/Relocate Key** twice.
12. Depress **Code + Under Key** to activate Underscore.
13. Type:
All Marketing Representatives have a chance to win!
14. Depress **Return/Relocate Key**.
15. Depress **Code + Under Key** to deactivate Auto Underscore.
16. Depress **Return/Relocate Key** twice.
17. Finish typing the text.

Chapter IV

Other Features

Keyboard II: International Characters



The Keyboard II Character Feature allows you to access the international characters and other symbols that appear on the top right of keys 1 through 6.


1. Depress **Code + KBII (Zero) Key** to activate Keyboard II.
Status Line on Display prompts: **KBII**
2. Depress **Shift + desired keyboard II character**.
3. Depress **Code + KBII (Zero) Key** to deactivate Keyboard II.

For those characters printed above letters (^ ~) type the KBII character first. The Carrier remains in place so you can type the letter below the symbol.

Coded Symbols



You can access the \$, ¶, [, and] symbols, located in blue on the bottom right of certain keys.

1. Depress **Code + desired symbol key**.
For example, to access the ¶ symbol, depress **Code +**  **Key**.

Platen Knob/Variable Line Spacer (4)

You can move your typing line up or down by rotating the Platen knob in the appropriate direction. Do not use the Platen Knob to move to another line to make corrections (See page 31)-OR-to insert paper when using the End of Page Warning Features because line counting will be inaccurate (see page 24).

Shift Keys (16)

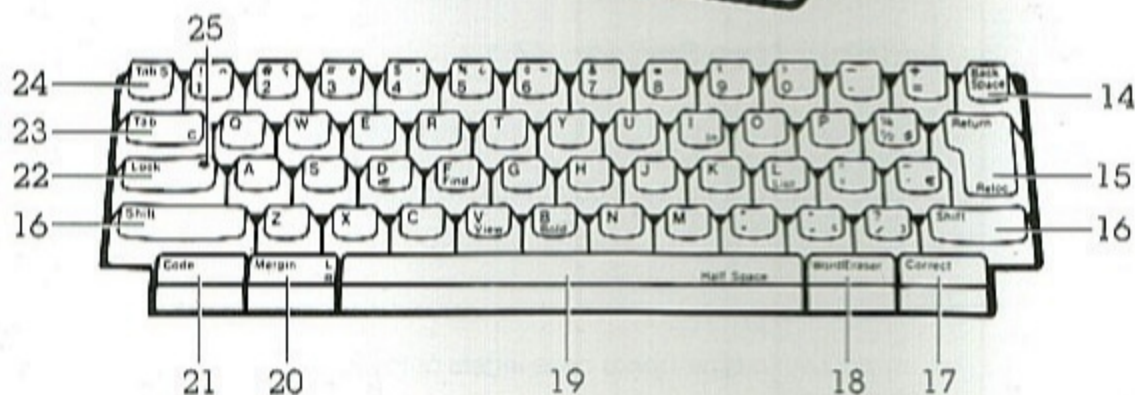
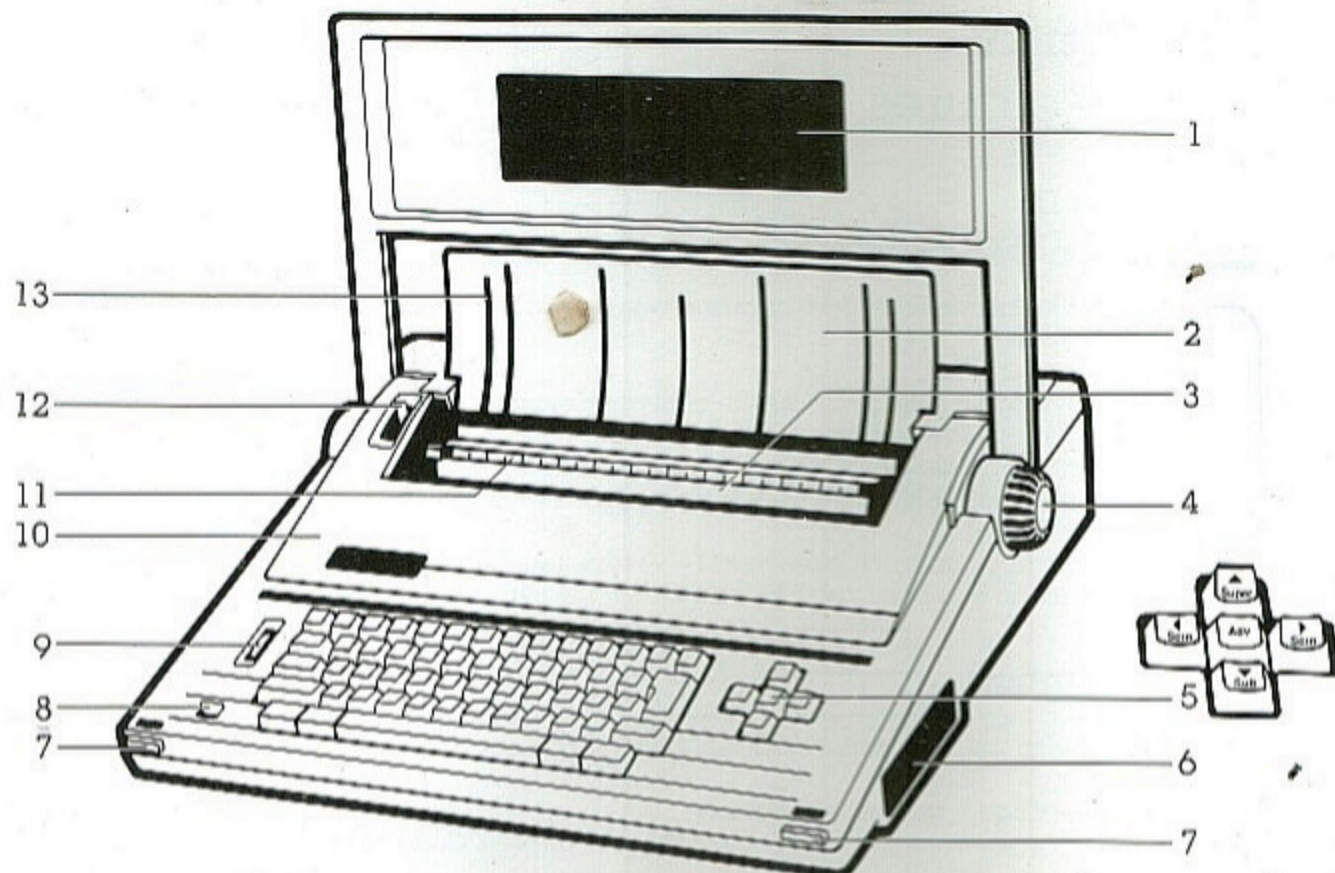
Press while typing an alpha key to type upper case letters or to type the characters located on the top of certain keys, such as %, #, @.

Shift Lock (22)

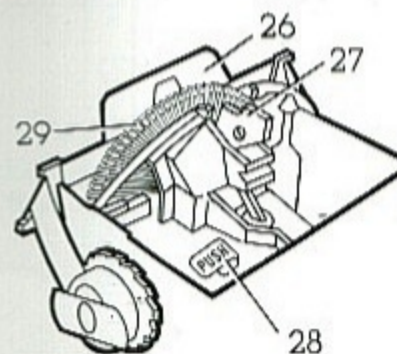
Depress the **Shift Lock Key** to type continuously in upper case characters. When the **Shift Lock Indicator Light (25)** is on (located on the Lock Key), you are in upper case mode. The light goes out when you depress the Shift Lock Key or a Shift Key.

Repeat Action

All keys will automatically repeat if held down except the KBII characters ^, ' and ~.



- | | | | |
|----|----------------------------------|----|----------------------|
| 1 | Display Panel | 15 | Return/Relocate Key |
| 2 | Paper Support Panel | 16 | Shift Key |
| 3 | Platen | 17 | Correct Key |
| 4 | Platen Knob/Variable Line Spacer | 18 | WordEraser® Key |
| 5 | Cursor Keys | 19 | Spacebar |
| 6 | Disk Drive | 20 | Margin L/R Key |
| 7 | Display Release Button | 21 | Code Key |
| 8 | Mode Selector | 22 | Shift Lock Key |
| 9 | Contrast Dial | 23 | Tab Clear Key |
| 10 | Lid | 24 | Tab Set Key |
| 11 | Paper Bail | 25 | Shift Lock |
| 12 | Paper Release Lever | 26 | Line Finder |
| 13 | Paper Alignment Mark | 27 | Print Hammer |
| 14 | Back Space Key | 28 | Print Hammer Release |
| | | 29 | Printwheel |




SECTION III

Chapter I

Using Your PWP As A Word Processor

Built-in Memory

In  WP MODE, characters appear on the Display as you type and are not printed on paper until you print the text.

The text that you see on the Display is entered into the built-in MEMORY and remains there until you erase this Memory or turn off the PWP. Your PWP built-in MEMORY holds over 50,000 characters, or approximately 25 pages of double spaced text. Built-in MEMORY is not battery backed-up and must be stored to DataDisk for future use. We suggest that you store your text frequently to DataDisk as you work. This will protect you from losing your text in case of power failures or accidents. You will learn how to do this on page 55.

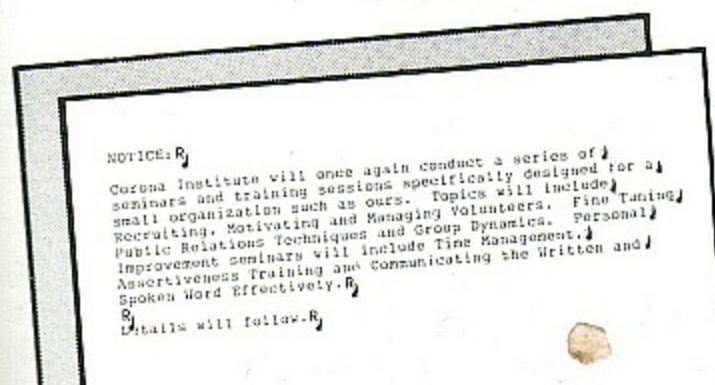
Required Returns

As you enter text into built-in MEMORY, the system automatically returns at the end of each line. If a word is too long to fit on the line it will wrap-around to the next line. If margins are later changed, the line endings automatically adjust to the new margin settings when you reformat (see page 43). DO NOT depress the **Return/Relocate Key** at the end of a line unless you **require** a Return at that location such as at the end of short lines or to insert blank lines in the text. Required Returns always remain where you type them unless you erase them.

On the Display:

- R_j = Required Return Symbol
- j = Symbol for Returns Automatically inserted by the PWP.

In the example below, R_j shows where the typist entered a Required Return (depressed **Return/Relocate Key**) and j shows where the PWP automatically inserted returns (depends on right margin setting).




NOTE: Required Returns (R_j) can be deleted or inserted just like any other character. Lines ending with Required Returns will **not** print right margin justified. see page 50.

Getting Started in WP Mode



Throughout this manual, the **Code + Key** illustration will designate when Code must be depressed and held down while the second key is depressed.

Starting Up

- Move  Mode Switch to WP
- Turn Power Switch ON.

The Smith Corona logo briefly appears on the Display followed by the Main Menu.



The margins, tabs, and format are preset for general typing purposes when you turn on your PWP. You will learn how to change them on page 59.

If you change margins, tabs or format in TYPE MODE then switch to WP MODE, those settings are carried over to WP MODE (and vice versa).

Entering Text

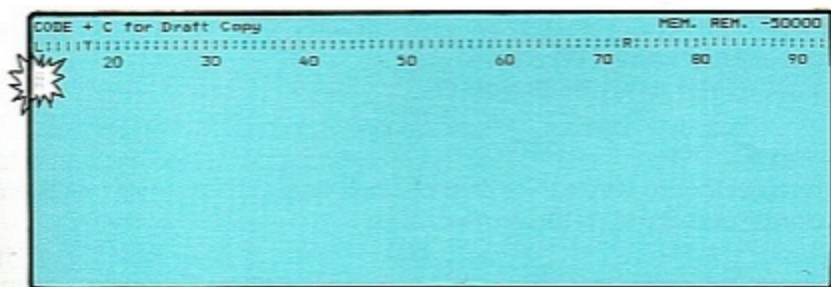
Type Your Text

Menu +



1. Select #1 from the Main Menu by depressing **1 Key** on your Keyboard.

If this is the first document you are typing since turning on PWP, the Main Menu clears and the Cursor, or blinking rectangle, appears at the top left of your Display.



If the screen does not clear but tells you that there is text in MEMORY, you will need to erase the text before proceeding (see page 46).

The Cursor shows where the next character will be typed or is to the right of where a correction will be made on the Display. A corresponding Cursor on the typing scale at the end of the Display shows positioning and moves as you type.

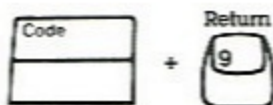
The Draft Copy feature allows you to print on paper as you enter text in Memory. Read more about Draft Copy on page 44.

2. Type your text. Remember do not depress the **Return/Relocate Key** at the end of each line. This will be done automatically. Depress the **Return/Relocate Key** only after short lines or to insert blank lines in the text.

If you make an error the electronic dictionary will beep (if activated). You will learn about the Spell-Right™ Dictionary on page 107. To correct errors as you type, depress the **Correct** or **WordEraser Key**. You will learn to edit and make other types of corrections in Chapter V.

3. When typing is finished, depress **Code + Menu (Tab S) Key** to return to the Main Menu to edit, reformat, print or store your text. You will learn to perform these functions on the following pages.

Using Auto Return



The Auto Return feature is automatically turned on when working in WP Mode.

There are times when you may not want Auto Return activated, for example, when you are typing several columns of numbers across a page or to retain two words together at the end of a line such as a person's name.

● To Deactivate Auto Return:

1. Depress **Code + Auto Return (9) Key**.
The Status Line displays: **Auto Return Off**.
2. Depress **Return/Relocate Key** at the end of each line to manually insert a return. The symbol \mathcal{R}_j identifies manual returns in your text.
3. Reactivate Auto Return by depressing **Code + Auto Return Key** when Manual Returns are no longer necessary.

Page, Line and Memory Indicators

Before you begin typing, **Code+ C For DRAFT COPY** appears at the top left of the Display (See Draft Copy, page 46). However, as soon as you begin to type, the Page and Line Indicators appear.

In the right corner is the Memory Remaining Indicator. This shows you how much memory is remaining. We recommend that you stop entering text when the Memory Remaining Indicator reads 2,000. This will allow room for reformatting and future editing needs. **Store text to DataDisk then erase built-in Memory to continue typing (see page 46)** If you type below 2,000 characters you may not leave sufficient room for future editing needs. When only 400 characters are remaining in Memory, the Memory Remaining Indicator appears in a solid black box to alert you to store your text.

Store Text Frequently When Creating Long Documents

Text in Memory is automatically erased when you turn your PWP off or if there is a power failure. We recommend that you store your text to DataDisk frequently as you work, see page 56 "Replacing A Document on DataDisk."

Reformat Your Text

Important AUTO PAGINATION

As you type a multi-page document, the PWP views it as one long page until you **reformat** (or unless you manually insert Required Page Ends, see below). When you reformat, page end symbols (¶) are **automatically** inserted throughout the text according to the format settings (margins, tabs, pitch, line spacing, top and bottom margins, page length). These page end symbols can be viewed on the Display. They can also be erased just like any character.

During printout, the PWP pauses at the end of page symbol to allow you to insert a new paper.

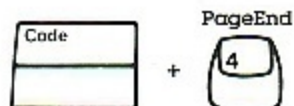
Later you will also learn to reformat when changing your format or editing text so line and page lengths can be recalculated.

● Reformatting Your Text

1. Depress **Code + Menu (TabS) Key** to select Main Menu.
2. Depress **2 Key** to select Format Menu.
2. Depress **▼ Key** to move Cursor to **Reformat?**.
3. Depress **Spacebar** to change **No** to **Yes**.
4. When Reformatting is finished, the Display flashes **Reformatting Complete** and returns to the Main Menu. Depress **1 Key** twice to view your reformatted document, if desired.

You can also use the Graphic Page View feature (see page 47) to graphically see how your printed page will look. We recommend this before printing to ensure that Page Ends are not inserted at undesirable locations.

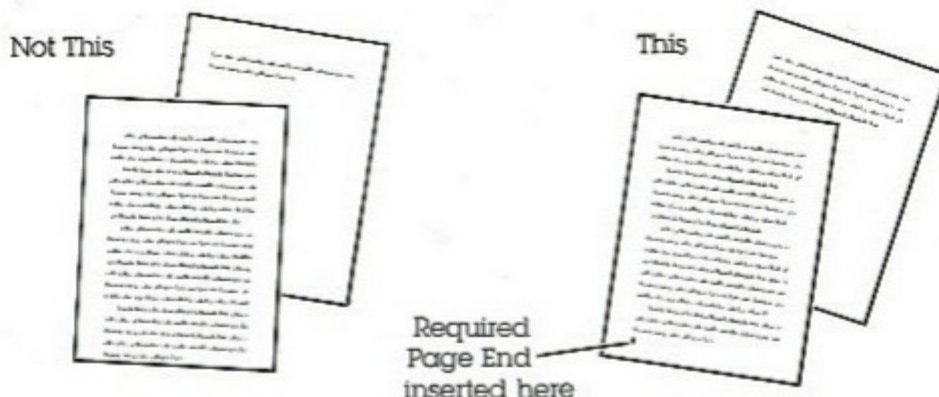
● Entering Required Page Endings



There are times that you may require a page ending other than that set automatically by the PWP, for example, at the end of a chapter, before and after a chart, or to adjust the location of an automatic page end.

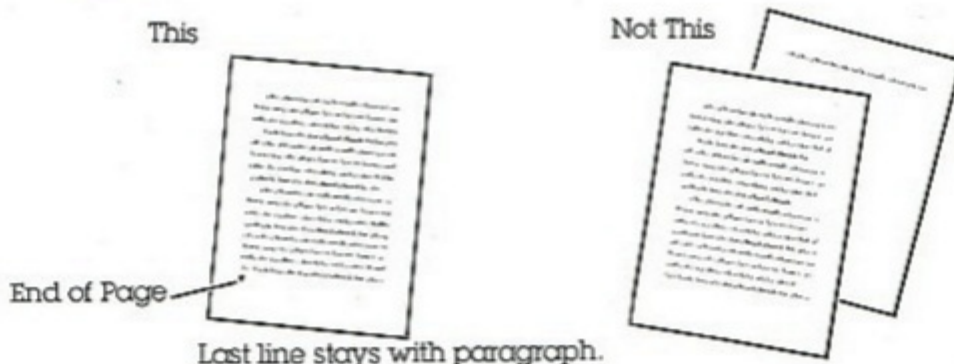
1. When you are entering or editing text, depress the **Return/Relocate Key** at the desired page end location.
2. Depress **Code + Page End (4) Key** to insert the Page End symbol ¶ into your text. The Page Indicator at the top left of your Display changes accordingly.
3. Depress the **Return/Relocate Key** again.

For example:
You would insert a required page end to keep this chart together.



NOTE: Required Page End Symbols can be deleted or inserted during the Editing process just like any other character. They will not be deleted during Reformatting.

When the system automatically calculates page endings in a multi-page text it will "look" one line ahead for a Required Return before inserting an Automatic Page End. This prevents your text from printing.



Draft Copy

Draft Copy is a feature that enables you to print on paper as you enter text into Memory. This feature can be used to produce a rough draft while storing your text or to properly position text on repetitive forms.

● Using Draft Copy:

1. Select #1 from the Main Menu by depressing **1 Key** on your Keyboard. Clear Text in Memory if necessary. The prompt: **Code + C** for Draft Copy appears on the Status Line.
2. Depress **Code + C Key** to print on paper as you enter text in memory. A window appears on the lower part of the Display.
3. Type text. Each line appears in the window as it prints on paper. Make corrections using the **Correct** and **WordEraser® Keys**.

If you move the Cursor back to correct an error, characters temporarily disappear from the Display to Cursor position. Make your corrections then depress **Code + Return/Relocate Key** to return to previous typing position. Characters reappear on the Display.

When a space or hyphen is typed beginning five spaces before the right margin, or if you manually depress the **Return/Relocate Key**, the line transfers to the upper display and the window clears for your next line. Once a line transfers to the upper display you cannot make further corrections to it (although you can make corrections to memory later when editing.)

4. Continue typing text in this manner. When a full page is printed, remove the paper and automatically insert another sheet.
5. To deactivate Draft Copy Mode, depress **Code + Menu Key**.

When Draft Mode is activated:

1. You can make corrections to the current line only (although you can make further corrections later when editing.)
2. The Spell-Right WordFind™ feature (see page 109) works only on the current line. If desired, be sure to use WordFind before the Cursor reaches the right margin and the line is transferred to the upper Display. You can also wait until later when editing and use WordFind to proofread the entire document as a whole.
3. The Auto Center feature is inoperative (although you can insert auto centered text later when editing.)
4. Decimal Tab, Tab Center and Flush Right Tab features are inoperative (although this text can be inserted later when editing).
5. The Paragraph Indent feature cannot be used.
6. The Stop Code feature is inoperative (although you can insert stop codes later when editing).

NOTE: At any time while entering text, you can activate Draft Copy. Cursor must be located at Left Margin and cannot be over existing text when activating Draft Copy.

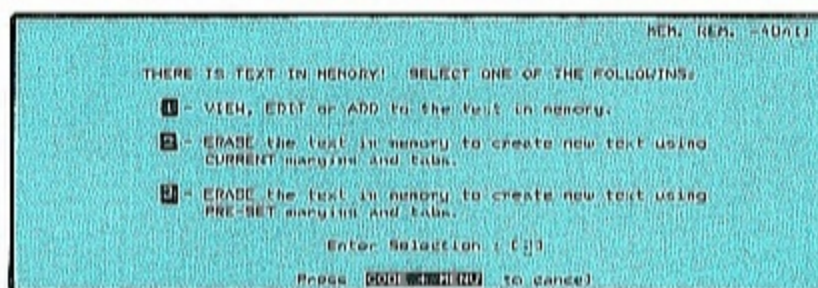
Erasing Built-In Memory

Erasing Built-In Memory Menu +

Text typed remains in built-in MEMORY until you clear it, or until the PWP is turned off. In order to create new text, you must erase text currently in MEMORY. **Be sure to store the current text to DataDisk first if you need to save it for future use** (see page 55).

● How To Erase Built-In Memory

1. Depress the **Code + Menu Key** to return to the Main Menu.
2. Depress **1 Key** to select **Create, View or Edit Text**.
3. The following Menu appears on the Display when text currently exists in MEMORY.



4. Enter your selection to erase:
Depress **2 Key** to erase the text and create new text using the current margins and tabs.
-OR-
Depress **3 Key** to erase the text and create new text using the preset margins and tabs
(Your preset left margin is 12, right margin is 72, and tab is 17 when using 10 Pitch.)

Display prompts **Are You Sure? Yes.**

This is a precautionary step to prevent accidental erasure.

(If you decide not to erase the text in memory after selecting **2 Key** or **3 Key**, depress the **Spacebar** to change the **YES** to a **NO**)

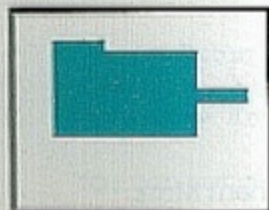
5. Depress **Return /Relocate Key** to erase memory.
6. A clear screen appears with the typing scale at the top showing either the current margins and tab settings OR the preset margins and tabs, depending on which you selected. You are ready to create a new text.

Graphic Page View

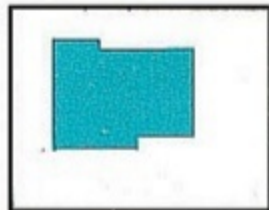
Viewing a Full Page Graphically

This feature shows you a graphic simulation of your text as it will appear printed on an 8 1/2" x 11" sheet of paper, one page at a time, and is designed to help you print out perfectly formatted documents.

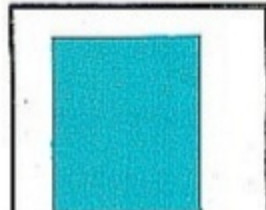
A graphic picture can show if you need to reformat your text:



Text was inserted in a line and the user forgot to reformat the text (see page 43)



This page is ready to print.



The document has no page ends. The User created a multi-page document and did not Reformat it (see pages 43).

● How to View A Page :

1. While editing a file, position the Cursor anywhere on the page to be viewed and depress **Code + V Key**. A Graphic representation of the page appears. The Display indicates which page of your entire document is being viewed, for example: Page 2 of 4. Text temporarily disappears.
2. Depress **▼ Key** to view the next page of the document. Depress **▲ Key** to view the prior page. Scroll through your text in this manner to view all pages. You can Depress **Adv + ▲ Key** to display first page. Depress **Adv + ▼ Key** to display last page.
3. Deactivate Page View by depressing **Code + V Key**. Text of the last page viewed returns to the Display.
-OR-
Depress **Code + Menu Key** to return to the Main Menu.
4. Reformat or edit the text if required before printing.

Printing Your Text


Important

Where Does Your Page End?

When Printing a multi-page document, printing pauses at the end of each page so you can insert paper. **However, the PWP views your entire document as one page unless you Reformat it** (insert automatic page endings) or unless you insert manual page endings into your document, see pages 43.)

When printing stops at the end of page, remove paper, insert new paper, and depress **Return/Relocate Key** to resume printing.

How to Print:

Menu + 

● Automatically Insert Paper

1. Insert the paper securely behind the Platen against the Paper Alignment Mark.
2. Lift Paper Bail away from Platen.
3. Depress **Code + I (In) Key**.
Your paper automatically advances and stops at the location indicated by the top margin setting in Format. (The Top Margin is set at 1" from the top of the paper when the PWP is turned on. This setting can be changed, see page 71).
4. To center or straighten paper, pull the Paper Release Lever forward.

● Print Your Text

1. Depress **Code + Menu Key** to display the PWP Main Menu.

NOTE: A file must be in the built-in Memory before it can be printed. You may have to Recall the document from DataDisk, see page 77.

2. Depress **3 Key** to display Print Menu. The following menu appears:

```
MEM. REM. -11291

Check for an adequate ribbon supply.

Position cursor to select option

Begin printing with page number ..... 1
Finish printing with page number ..... 1
Right justify ..... No
Automatic page numbering ..... No

Press SPACE BAR to select, RETURN to start, or CODE + MENU to cancel
```

3. The Display reminds you to check your ribbon supply. Also make sure the correct Print-wheel is installed. (see page 69).
4. Use the ▼ **Key** to move to Menu Options. You can use the ▲ **Key** to move to previous options.

Begin printing with page number:

Your PWP is preset to start printing your text on page 1. If you are printing a multi-page document, you can begin printing on another page, if desired.

1. The Cursor is positioned on the **Begin printing with page number** option.

Depress the **Spacebar** until the Display shows the first page number to print. Depress **Back Space Key** to decrease page number.

2. Depress **Return/Relocate Key** to start printing.

-OR-

Depress ▼ **Key** to move Cursor to **Finish printing with page number** option.

You can cancel the print menu by depressing **Code + Menu Key**.

Finish printing with page number:

The PWP is preset to print all pages of your text. If you have a one page document, this option will be set to 1. However, if you have a multi-page document, this option will show the number of the last page. You can print specific pages if desired.

1. Position the Cursor to the second Print option **Finish Printing with page number**.
 2. Select the last page to print by depressing the **Back Space Key**. This decreases the page number. Depress **Spacebar** to increase the page number.
 3. Depress **Return/Relocate Key** to start printing.
- OR-
- Depress ▼ **Key** to move Cursor to the **Right Justify** option.

NOTE: You can select a "range" of pages to print. For example, if you wish to print pages 5 through 7 of a 15 page document, you would set the begin printing option to 5. Set the finish printing option to 7. To print one page, enter that page number for both the beginning and finishing options.

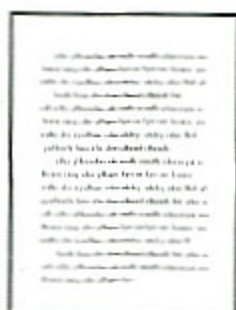
Right Justify:

Your text normally prints with an uneven right margin. You can print with a justified right margin. A justified right margin has text evenly aligned at the right margin. Changing this option **does not** permanently justify your text each time it is printed. You must select this option each time you print the document.

Justified Right Margin



Uneven Right Margin.



1. Position the Cursor to the Right Justify option.
2. Depress the **Space Bar** to change the **No** to **Yes**.
3. Depress **Return/Relocate Key** to start printing.
-OR-
Depress **▼ Key** to move Cursor to the **Automatic Page Numbering** option.

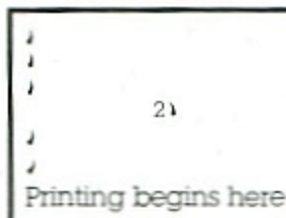
NOTE: Lines containing a Stop Code, Page End symbol or a Required Return will not print right justified.

Automatic Page Numbering:

The PWP can automatically number pages. When you select yes for this option, numbering begins on page two. Numbers are printed at the top center of each page. Selecting yes **does not** permanently store page numbers in your document. You must select automatic page numbering each time you print your document.

1. Position the Cursor to the Automatic Page Numbering option
2. Depress the **Space Bar** to select **Yes**.
3. Depress **Return/Relocate Key** to start printing.

NOTE: When using the automatic page numbering feature, the Carrier will automatically reverse index two times, print the page number, then index twice before printing text.



You may want to select a larger Top Margin (to account for these two lines, i.e. if your Top Margin is 6 you may wish to change it to 8. Then, the page numbering will be printed on line 6 and the text will begin printing on line 8. (See Top Margin, page 71).

- To Halt Printing at Anytime:

Half Space

Depress **Spacebar**. Printing will stop at the end of the current line. Display prompts: **Printing Paused**. To resume printing, depress **Return/Relocate Key**.

- Cancelling a Print Job



You can cancel a Print Job at any time by depressing **Code + Menu Key** to return to the Main Menu.

Display flashes: **Printing Cancelled**.

NOTE: After printing is completed, your text remains in memory so you can print it again if you wish. If you want to save the text for future use, you can store it to DataDisk, see page 55.)

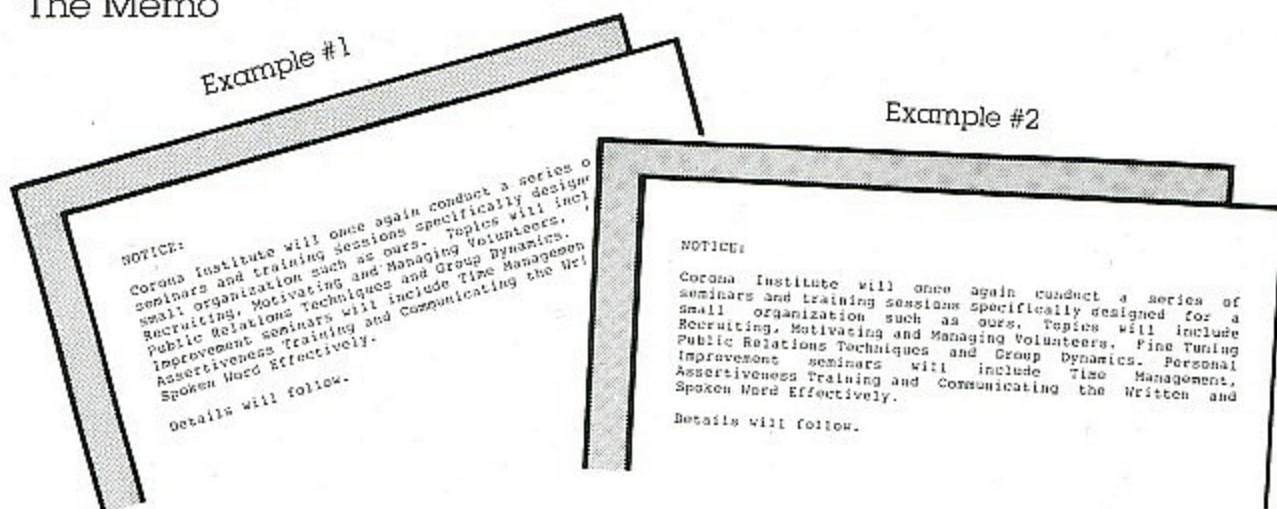


Printing Partial Pages — you can print selected paragraphs.

1. Insert a Required Page End (see page 43) at the beginning of the block of text that you wish to print.
2. Insert another Required Page End at the end of the block.
3. Move Cursor anywhere in the text to be printed and notice the page number indicated.
4. Activate the Printing Menu and select the page number/s of the block that you wish to print.

Application

The Memo



To type and print the above:

If the following margins and tabs are not set, turn your PWP off and then back on - OR - set margins and tabs in TYPE MODE then switch back to WP MODE. (You will learn how to set margins and tabs in WP MODE on page 59.)

Left Margin - 12
Right Margin - 72
Tab - 17

1. Depress **1 Key** to **Create, View or Edit Text** from Main Menu.
2. Depress **Lock Key** to type continuously in upper case.
3. Type:
NOTICE
4. Depress **Lock Key** to shift to upper/lower case characters.
5. Depress **Return/Relocate Key** twice.
6. Type the first paragraph. Do not depress **Return/Relocate Key** at the end of each line.
7. Depress **Return/Relocate Key** twice after typing "Effectively."
8. Type:
Details will follow
9. Depress **Return/Relocate Key** once after "Details will follow."
10. Depress **Code + V Key** to graphically view your page.
11. Depress **Code + V Key** to exit Graphic Page View.

Print example #1.

1. Automatically insert paper. (**Code + I Key**).
2. Depress **Code + Menu Key** to select Main Menu.
3. Depress **3 Key** to select Print Menu.
4. Depress **Return/Relocate Key** to print the NOTICE.

Print example #2.

1. Automatically insert paper.
2. Depress **3 Key** to select Print Menu.
3. Move Cursor to **Right Justify** option by depressing **▼ Key** twice.
4. Depress **Spacebar** to change **No** to **Yes**.
5. Depress **Return/Relocate Key** to start printing.
6. Depress **Spacebar** to halt printing temporarily. Printing halts at end of line.
7. Depress **Return/Relocate Key** to resume printing.

Chapter II

The DataDisk

You can store your letters and documents for future use to Smith Corona DataDisks which hold up to 100,000 characters per disk, or approximately 50 pages of double spaced text.

You can store 50,000 characters or a maximum of ten separate documents to each side of the disk. When you fill up one side of the DataDisk remove it and flip it over to use the other side.

We recommend you keep a log of the document names stored to each DataDisk. Affix a label to each side of the disk and

- a. write document names on the labels
- OR-
- b. identify each side of the disk by a letter (A, B, etc.) or number (1,2,etc.) written on the label.

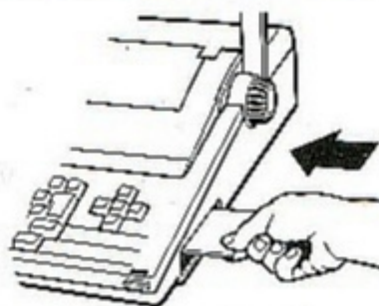
On a separate sheet of paper record the document names stored to each side.

It is recommended that you use a felt tip pen when writing on the labels affixed to disks.

Documents can be recalled from the DataDisks for editing and printing.


Inserting A DataDisk

Before storing text, you must insert a DataDisk into the drive.



Slip the DataDisk into the opening until you hear it click into place.

Preparing a DataDisk

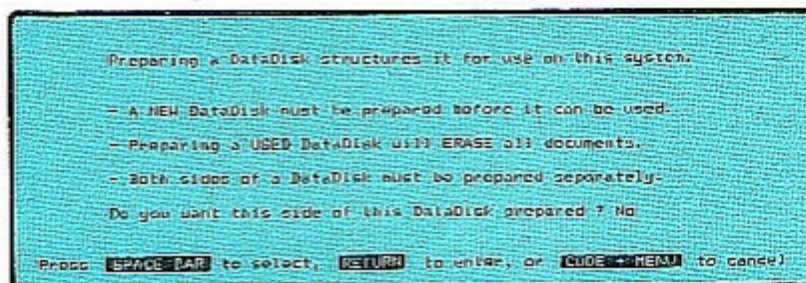
Menu + 

If you use a brand new DataDisk, you must first prepare it. Both sides of the disk must be prepared separately. Used DataDisks can be reused by erasing all stored material on them.

● To Prepare a DataDisk:

1. Insert the DataDisk into the Disk Drive, side to be prepared facing up.
2. Depress Code + Menu (Tab S) Key to select Main Menu.
3. Depress 8 Key to select **Prepare a New DataDisk**.

4. The following Menu appears on the Display.



5. Depress the **Spacebar** once and release immediately to change the No to Yes.
6. Depress the **Return/Relocate Key** to begin preparing the side of the DataDisk facing upward.
-OR-
Depress **Code + Menu Key** to cancel the procedure and return to your Main Menu.
7. The Display prompts **Preparing Complete** when the preparation is finished, followed by the Main Menu. Do not remove the disk while the drive is active.

NOTE: When you prepare a DataDisk you **only** prepare one side -- A or B. To use the other side, you must turn the DataDisk over and also prepare that side.

Ejecting A DataDisk:

When storing is complete, eject the DataDisk by pushing the button on the front of the drive. The DataDisk is ejected. Pull it out and store it in a safe place.

Write Protection:

To protect important documents after you have stored them to DataDisk, you can "write protect" that disk by pushing out the appropriate "write-protection" tab on your DataDisk. When a DataDisk is "write-protected," you will not be able to store or erase documents on the disk.

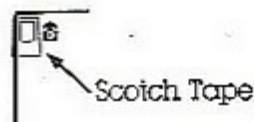
To write protect documents on side A of your DataDisk remove the tab on the A side of the disk as shown:



To write protect documents on side B of your DataDisk remove the tab on the B side of the disk as shown:



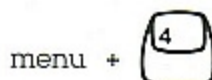
When the document is no longer needed or when you want to add text to the DataDisk, cover the write protect slot with scotch tape.



NOTE: Read more about DataDisks on page 124.

Storing Text to DataDisk

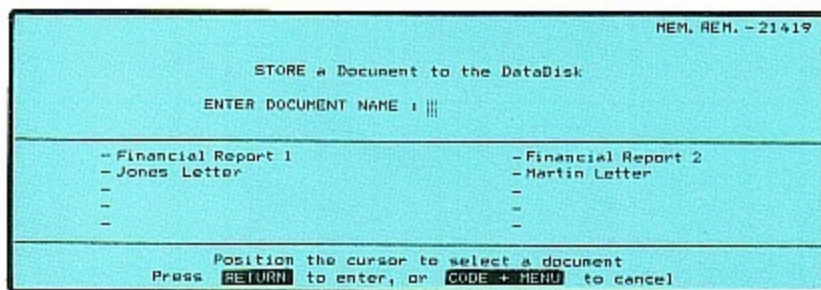
How to Store Your Text to DataDisk



When you store your document to DataDisk, you "file it away" for future reference. You give it a Document name so that you can recall it later.

● Storing Text

1. After creating or editing your document, depress **Code + Menu (Tab S) Key** to display the MAIN MENU.
2. Insert a prepared DataDisk in the disk drive, side to be stored to facing up.
3. Select **Store Text to DataDisk**, by depressing the **4 Key** on your Keyboard.
4. The Main Menu disappears and the **Store A Document** Menu appears..



MEM. REM. - 21419

STORE A Document to the DataDisk

ENTER DOCUMENT NAME : |||

- Financial Report 1	- Financial Report 2
- Jones Letter	- Martin Letter
-	-
-	-

Position the cursor to select a document
Press **RETURN** to enter, or **CODE + MENU** to cancel

Your PWP asks you to name your document for future reference.

5. Enter the document name:
Type the name, up to 20 characters including spaces between words.
(If you are replacing an existing document, see page 56).
6. Depress **Return/Relocate Key** to begin storing. **Do not remove the DataDisk while storing is taking place.** When storing is complete, the Display prompts: **Storing Complete** and the Main Menu reappears.

NOTE: If there is not enough room on the DataDisk to store a document, the Display prompts: **Inadequate Disk Storage**. You'll have to erase some document/s on the disk or insert another DataDisk.

Important

Do not remove the DataDisk or turn power off while the disk drive is active. Removing a DataDisk while the Disk Drive is active could cause loss of data. Do not turn the PWP on or off while the Disk is in the PWP module. This could also cause loss of data.

More About Storing Documents

You have already learned how to store a document to DataDisk, see page 55. You can also store various versions of your documents or replace an original document with the edited version.

Storing An Edited Version of the Document while Keeping the Original:

- **How to Store An Edited Version:**

1. Insert a DataDisk side to be stored to facing up.
2. Depress **Code + Menu Key** to access Main Menu.
3. Depress **4 Key** to **Store Text to DataDisk**.
Your PWP asks you to name your document for future reference.
4. Enter a different document name — type up to 20 characters including spaces and words.
For example: The original document name is Financial Report 1. The new document name could be Financial Report 2.

Replacing an Original Document on DataDisk with the Edited Version.

Important

We recommend frequently storing text to the DataDisk when typing long documents or when leaving your system. Simply pause and store your document using the following instructions. Then continue adding to your text by selecting **1 Key** to **Create, View or Edit** after Main Menu.

- **How to Replace an Original Document:**

1. Insert a DataDisk side with the original document stored to it facing up.
2. Depress **Code + Menu Key** to access Main Menu.
3. Depress **4 Key** to access the store menu.
4. Type the same document name that was given to the original document.
—OR—
Move your **Cursor Key** to locate the document name on the Display
5. Depress **Return/Relocate Key**.
When you type or select an existing name, the PWP Display prompts:
Document already exists! Do you want to replace the document on disk? Yes.
6. Depress **Return/Relocate Key** to replace the original document on disk with the edited or longer version.
— OR —
Depress **Spacebar** to change **No** to **Yes** if you do not want to replace the document.

Making "Backup" Copies of Your Disks

Because the DataDisk can become lost or damaged, we highly recommend you duplicate important and long documents on separate DataDisks.

● How to Make Backup Copies of your Documents:

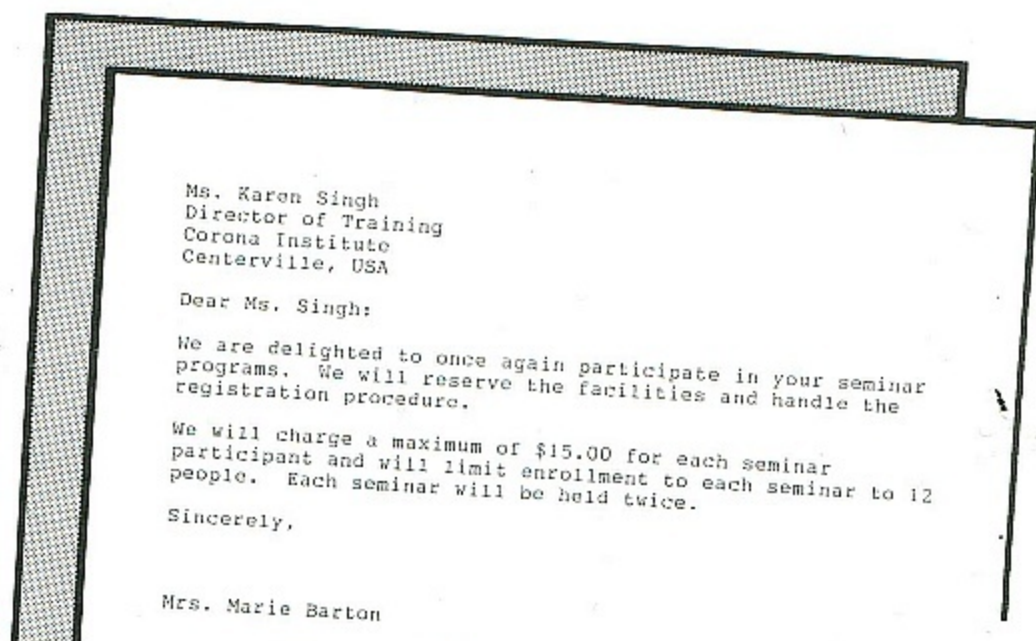
1. Store document to disk following the instructions on page 55. When storing is complete, the Main Menu reappears.
2. Eject the original disk and insert a second DataDisk which has been prepared and is ready to use, see page 53 "Preparing a DataDisk."
3. Store the document to the second disk following instructions on page 55. You now have two disks containing the same file.

NOTE: If there is not enough room on the DataDisk to store a document, the Display prompts: **Inadequate Disk Storage**. You have to erase some documents on the disk or insert another DataDisk.

Exercises - Storing A File

Preparing A DataDisk

1. Insert a new DataDisk into Disk Drive.
2. Depress **Code + Menu Key** to select Main Menu.
3. Depress **8 Key** to **Prepare a New DataDisk**.
4. Depress **Spacebar** once and release immediately to change **No** to **Yes**.
5. Depress **Return/Relocate Key**.
When DataDisk is prepared, Main Menu reappears.
6. **TURN DISK OVER** and prepare the other side.



Creating and Storing A Document

If the following margins and tabs are not set, turn your PWP off and then back on - OR - set margins and tabs in TYPE MODE then switch back to WP MODE. (You will learn how to set margins and tabs in WP MODES on page 62.)

Left Margin	-	12
Right Margin	-	72
Tab	-	17

1. Depress **1 Key**, **Create, View or Edit Text**.
2. Type the above. If you make a typing mistake, depress **Correct Key**.
3. After typing is complete, depress **Code + Menu Key** to return to Main Menu.
4. Depress **4 Key** to **Store Text to DataDisk**.
5. Name document: "Corona Letter"
6. Depress **Return/Relocate Key** to store the document. When the document is stored, the Main Menu reappears.

Clearing Memory

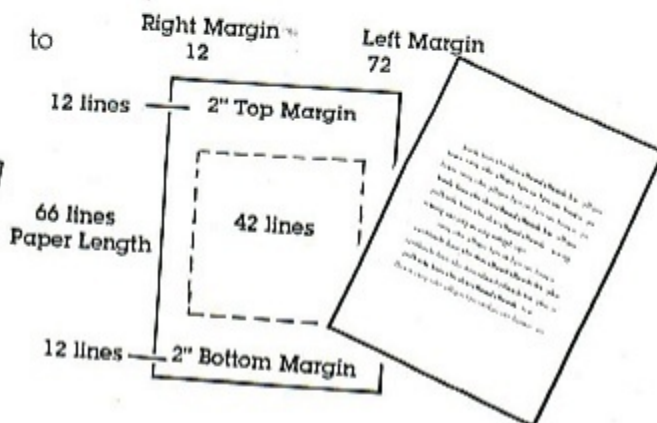
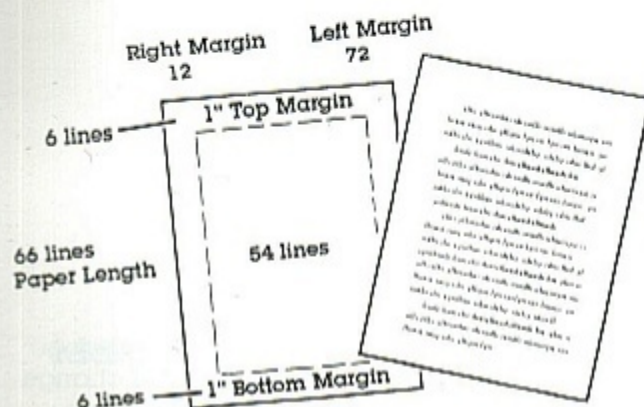
1. Depress **1 Key** to **Create, View or Edit Text**.
2. Depress **3 Key** to erase the text in memory. Display prompts: **Are You Sure? Yes**.
3. Depress **Return/Relocate Key**.
Display clears and you are ready to create a different document.

Chapter III

Margins, Tabs and Format

In WP MODE you can easily change the "look" of your printed page.

For example:
From



Margins, Tabs, Pitch, Line Spacing, Top and Bottom Margins, Paper Length, Impression Control and Reformat are all selected from the same Format Menu.

Format settings for the Standard Letter on the left above are:

```

0 10 20 30 40 50 60 70 80
Position cursor on Format selection:
Change Margins or Tabs ? ..... N
Pitch ( 10 , 12 , 15 ) ..... 10
Line Spacing ( 1 , 1½ , 2 ) ..... 1
Impression ( Light , Medium , Heavy ) ... Medium
Top Margin ..... 6 Lines = 1"
Bottom Margin ..... 6 Lines = 1"
Paper Length ..... 66 Lines = 11"
Reformat ? ..... No
Press SPACE BAR to select, RETURN to enter, or CODE + MENU to cancel

```


Menu selections for the modified letter would be:

```

0      10      20      30      40      50      60      70      80
|-----|-----|-----|-----|-----|-----|-----|-----|
Position cursor on Format selection:
Change Margins or Tabs ? ..... No
Pitch ( 10 , 12 , 15 ) ..... 10
Line Spacing ( 1 , 14 , 2 ) ..... 2
Impression ( Light , Medium , Heavy ) ... Medium
Top Margin ..... 12 Lines = 2"
Bottom Margin ..... 12 Lines = 2"
Paper Length ..... 66 Lines = 11"
Reformat ? ..... No

Press SPACE BAR to select, RETURN to enter, or CODE + MENU to cancel

```

NOTE:

When you power up your PWP, the Standard Format is preset. When you change these settings, your selections remain active until you turn your PWP off or change the selections. If you change the selections while in TYPEWRITER MODE, those changes are active in WP MODE. Or, if changes are made in WP MODE, they carry over into TYPEWRITER MODE.

When to Make Formatting Changes

You can make Format selections before you type or after you finish typing text.

- **Formatting Before Typing:**

To make Format changes before you start typing, enter the Format Menu and make your selections as described below. Then from the Main Menu, depress **1 Key**, To **Create, View or Edit Text** and begin creating a document.

- **Formatting After Typing:**

You can type your document, then return to the Main Menu, and depress **2 Key** to enter Format Menu and make your format changes. However, if you do this **you must Reformat** your text in order for it to adjust to the new settings. See Reformatting, pages 43.

NOTE:

You will format before typing and after typing in the Application, "Short Letter," on page 74.



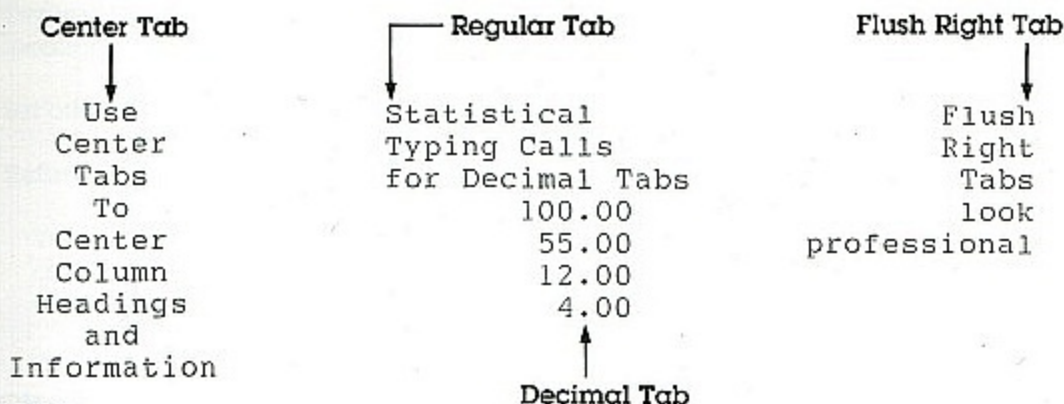
Turn to Pages, 72 "Storing Formats" — to find out how to save and recall frequently used formats.

Margins and Tabs

Menu +



You can easily change your margins and you can set four different types of tabs in WP MODE.



Margins

● Using Preset Margins



When you turn on your PWP, margins are preset for general typing purposes.

These settings are:

10 Pitch (Pica)

Left Margin — 12

Right Margin — 72

Tab — 17

● Setting Margins



In the above example, the Left Margin has been changed to position 20, the Right Margin has been changed to position 65. A Tab Center has been set at location 35, a Decimal Tab at position 50 and a Flush Right Tab at location 60.

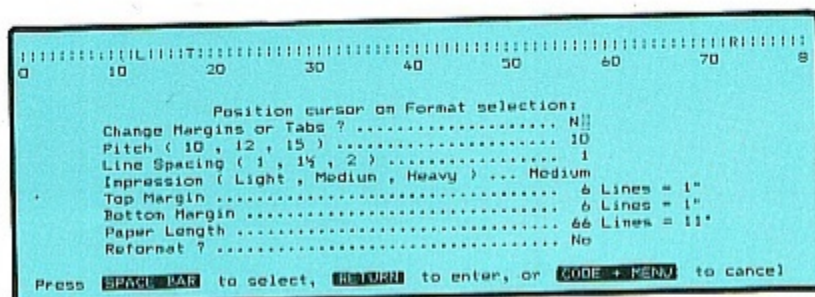


When you set your margins and tabs, the Carrier also moves. This feature comes in handy when setting tabs for forms and tables. Place your form in the PWP, enter the Format Menu, select Yes to change Margins and Tabs, and move your Space bar until the Print Hammer is correctly aligned on the form, then set a margin and/or tab.

Left Margin

Margin	L
	R

1. Depress **Code + Menu (Tab S) Key** to select the Main Menu.
2. Select **Margins, Tabs and Format** by depressing **2 Key**.
A new screen appears with the typing scale at the top and format selections below.

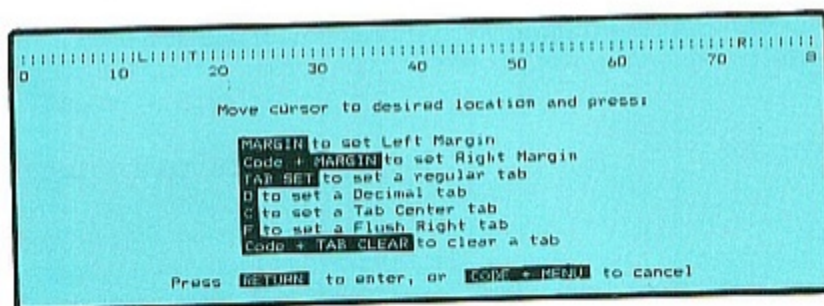


Cursor is located at **Change Margins or Tabs?** option. The PWP is preset to **NO**.

3. Depress **Spacebar** to select **YES**.

Cursor moves to the typing scale at the top of the screen.

The following Help Menu appears:



4. Move Print Hammer to desired Left Margin using **Spacebar** or **Back Space Key**. The Cursor also moves along the typing scale.
5. Depress the **Margin Key**. The letter "L" appears on the typing scale at the new location. The original left margin and preset tab disappear. A beep is heard.
6. Set other margins and tabs or depress **Return/Relocate Key** again to return to Format Menu.
7. Depress **Return/Relocate Key** again to exit Format Menu.

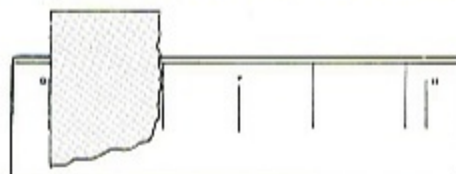
Right Margin



1. Repeat steps 1 through 3, page 62, "Left Margin," if you are not already on the typing scale.
2. Move Print Hammer to desired Right Margin. The Cursor also moves along the typing scale.
3. Depress the **Code + Margin Key**. The letter "R" appears on the typing scale at the new location. A beep is heard. The original right margin disappears.
4. Set other margins or tabs or depress **Return/Relocate Key** to return to Format Menu.
5. **Return/Relocate Key** again to exit Format Menu.

NOTE: Your PWP easily handles 13" wide paper and an 11" typing line. The 0 & 11 markings on the Paper Support Panel show your maximum typing area. The arrow shows the center of your maximum typing area. Margins cannot be set beyond these markings.

The 0 marking also indicates where left edge of 11" paper or less should be inserted.



Setting and Using Regular Tabs

16 tabs may be set.

● Setting Regular Tabs



1. Repeat steps 1 through 3 page 62 "Left Margin," if you are not already on the typing scale.
2. Position Print Hammer to desired Tab location. The Cursor also moves along the typing scale.
3. Depress the **Tab S Key**. The letter "T" appears on the typing scale. A beep is heard.
4. Repeat steps 2 and 3 to set other Regular Tabs.
5. Set other margins or tabs or depress **Return/Relocate Key** to return to Format Menu.
6. Depress **Return/Relocate Key** again to exit Format Menu and return to Main Menu.

Using Regular Tabs

To move to each Regular Tab setting while creating text, depress the **Tab/C Key**. (The Cursor moves while creating text to the tab location.)

Setting and Using Decimal Tabs

● Setting Decimal Tabs



Decimal tabulation automatically aligns numbers by decimal point and makes it easy to type financial or statistical columns.

123.56
12.47
2.09

Decimal Tab

1. Repeat steps 1 through 3 page 62, "Left Margin," if you are not already on the typing scale.
2. Position Print Hammer to desired Decimal Tab location. The Cursor moves along the typing scale.
3. Depress **D Key** to set a decimal tab. (You can also set Decimal Tab in WP Mode by depressing **Code + 7 Key**.) A "D" appears on the typing scale. A beep confirms each tab setting.
4. Repeat steps 2 and 3 to set other Decimal Tabs.
5. Set other margins or tabs or depress **Return/Relocate Key** to return to Format Menu.
6. Depress **Return/Relocate Key** again to exit Format Menu and return to Main Menu.

Using Decimal Tabs:

1. While creating text, tab to appropriate Decimal Tab location by depressing the **Tab/C Key**.
2. Type the numbers preceding the decimal point. The numbers appear on the Display the left of the Decimal Tab location. Use the **Correct Key** to correct errors.
3. Type the decimal point.
4. Type the numbers following the decimal point.

Setting and Using Tab Centers

Tab Centers can be set and used in WP Mode only.

● Setting Tab Centers



Your PWP can automatically center text at a tab stop

Alabama
Idaho
Maine

Tab Center

1. Repeat steps 1 through 3, page 62, "Left Margin," if you are not already on the typing scale.

2. Position Print Hammer to desired Tab Center location. The Cursor moves along the typing scale.
3. Depress **C Key**. The letter "C" appears on the typing scale. A beep confirms each tab setting.
4. Repeat steps 2 and 3 to set other Tab Centers.
5. Set other margins or tabs or depress **Return/Relocate Key** to return to Format Menu.
6. Depress **Return/Relocate Key** again to exit Format Menu and return to Main Menu.

Using Tab Centers

1. While creating text, tab to appropriate Tab Center location by depressing the **Tab/C Key**.
2. Type the text to be centered. Characters appear on the Display centered at the Tab Center location. If an error is made, correct it using **Correct** or **WordEraser[®] Key**.

Setting and Using Flush Right Tabs

Flush Right Tabs can be set and used in WP Mode only.

● Setting Flush Right Tabs



This feature allows you to automatically align text flush right at a Tab Stop.

Flush Right Tab

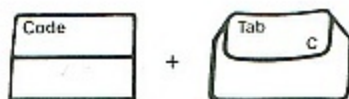
October
November
December

1. Repeat steps 1 through 3, page 62, "Left Margin," if you are not already on the typing scale.
2. Position Print Hammer to desired Flush Right Tab location. The Cursor moves along the typing scale.
3. Depress **F Key**. The letter "F" appears on the typing scale. A beep confirms each tab setting.
4. Repeat steps 2 and 3 to set other Flush Right Tabs.
5. Set other margins or tabs or depress **Return/Relocate Key** to return to Format Menu.
6. Depress **Return/Relocate Key** again to exit Format Menu and return to Main Menu.

Using Flush Right Tabs:

1. While creating text tab to appropriate Flush Right Tab location, by depressing the **Tab/C Key**.
2. Type the text. Text appears on the Display to the left of the Flush Right Tab location. If an error is made, use the **Correct or WordEraser® Key**.

Removing Tabs



● Removing one tab setting:

1. Repeat steps 1 through 3, page 62, "Left Margin," if you are not already on the typing scale.
2. Position Print Hammer to that setting. (Cursor on typing scale moves to the tab position.)
3. Depress **Code + Tab/C Key**. Release immediately. The tab symbol disappears from the typing scale. One beep is heard.

● Clearing All Tabs

1. Depress **Code + Tab/C Key** until two beeps are heard. If you are located on a tab position, three beeps are heard. All tab symbols disappear from the typing scale.

Adding Tab Stops During Typing

It is best to set all Tabs before you type your text. You can, however, add tabs to the right of previously set tabs without altering your text.

● To Add A Tab:

1. Pause from typing your text, depress **Code + Menu Key** to return to the Main Menu.
2. Depress **2 Key** to enter Format Menu.
3. Set the new Tab, see pages 63-66.
4. Depress **Return/Relocate Key** twice to exit Format, and return to the Main Menu.
5. Depress **1 Key** to return to your document.

If you set a tab to the left of previously set tabs after you start typing all other tab positions will shift to the left one tab location when you Reformat. This can dramatically alter the appearance of your printed page.

NOTE: If the preset format is displayed, the preset tab disappears as soon as another tab is set.

Application Registration Form

Seminars

Registration Form

All Seminars will be held at Club Headquarters.

Recruiting & Motivating Volunteers
Public Relations
Group Dynamics
Time Management
Assertiveness Training
The Written & Spoken Word

DATE	TIME	FEE
3-11-88	9 am - 5 pm	15.00
3-15-88	9 am - 5 pm	15.00
3-12-88	9 am - 5 pm	12.00
3-14-88	9 am - noon	9.50
3-14-88	1 pm - 5 pm	9.50
3-16-88	9 am - 3 pm	12.00

Name:
Address:

To create the Registration Form above:

Set Format

1. When Main Menu is displayed, depress **2 Key** to enter Format Menu.
2. Depress **Spacebar** to move to margin scale.
3. Move Cursor along margin scale to location 5.
4. Depress **Margin Key** to set Left Margin.
5. Move Cursor along margin scale to location 80.
6. Depress **Code + Margin Key** to set Right Margin.
7. Move Cursor to location 45. Depress **Tab S Key**.
8. Move Cursor to location 47. Depress **Tab S Key**.
9. Move Cursor to location 55. Depress **Tab S Key**.
10. Move Cursor to location 58. Depress **Tab S Key**.
11. Move Cursor to location 71. Depress **Tab S Key**.
12. Move Cursor to location 72. Depress **D Key** to set decimal tab.
13. Depress **Return/Relocate Key** to return to Format Menu.
14. Depress **Return/Relocate Key** to return to Main Menu.

Create the form:

1. Depress **1 Key** to **Create, View or Edit Text**.
2. If text is in Memory, clear Memory (select **2 Key** to erase text to create new text using current margins or tabs, see page 46).
3. Type:
Seminars
4. Depress **Return/Relocate Key** twice.
5. Type:
Registration Form
6. Depress **Return/Relocate Key** twice.
7. Type:
All Seminars will be held at Club Headquarters.
8. Depress **Return/Relocate Key** four times.
9. Tab to location 47.
10. Type:
DATE
11. Tab to location 58.
12. Type:
TIME
13. Tab to location 71.
14. Type:
FEE
15. Depress **Return/Relocate Key**.
16. Type:
Recruiting & Motivating Volunteers
17. Tab to location 45.
18. Type:
3-11-88
19. Tab to location 55.
20. Type:
9 am - 5 pm
21. Tab to Decimal tab location 72.
22. Type:
15.00
23. Finish typing this form using the preceding procedures.
24. When complete, depress **Code + Menu Key**.
25. Automatically insert paper.
26. Print your form.
27. Save the file, name it "Registration Form."

Format

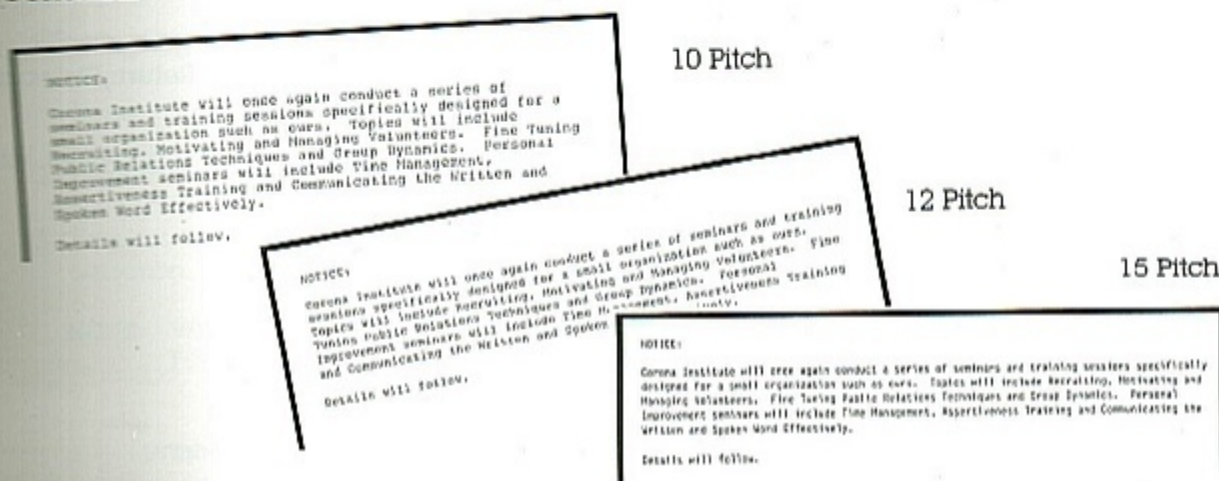
Triple Pitch

Menu +



Your PWP has been designed with triple Pitch capabilities: 10 characters per inch (Pica), 12 characters per inch (Elite), and 15 characters per inch (Micro).

When you use preset margins, the same letter will print as follows depending on the Pitch you have selected.

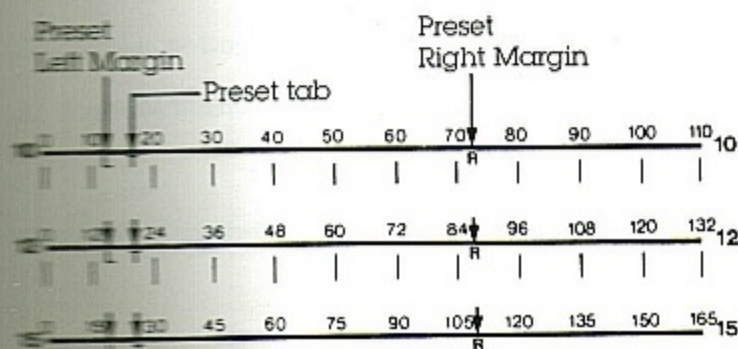


Since the number of characters per inch varies depending on Pitch selected, margin settings also

vary:

- 10 Pitch (Pica) gives you 10 characters per inch and preset
 - Left Margin - 12
 - Right Margin - 72
 - Tab - 17
- 12 Pitch (Elite) gives you 12 characters per inch and preset
 - Left Margin - 14
 - Right Margin - 86
 - Tab - 20
- 15 Pitch (Micro) gives you 15 characters per inch and preset
 - Left Margin - 18
 - Right Margin - 108
 - Tab - 25

Use the scale below for comparable positions:



● Selecting Pitch

1. Depress **Code + Menu Key** to select Main Menu.
2. Depress **2 Key** to select Format Menu.
2. Depress **▼ Key** to move Cursor to **Pitch** option.
3. Depress **Spacebar** to change selection from 10 to 12, 12 to 15 or 15 to 10.
4. Depress **▼ Key** to move Cursor to next option.
-OR-
Depress **Return/Relocate Key** to enter your selection and to exit Format.
You can cancel your selections as long as you have not depressed the **Return/Relocate Key** by depressing **Code + Menu Key**.
5. Change Printwheels if you select another typestyle or Pitch. (To change Printwheel, refer to page 118).

Line Spacing

Menu +



You can select single line spacing, 1 1/2 line spacing or double spacing.

● Selecting Line Spacing:

1. Repeat Steps 1 and 2, "Selecting Pitch," above if not already in Format Menu.
2. Depress **▼ Key** to move Cursor to **Line Spacing** option.
3. Depress **SpaceBar** to change selection from 1 to 1 1/2, 1 1/2 to 2 or 2 to 1.
4. Depress **▼ Key** to move Cursor to next option.
-OR-
Depress **Return/Relocate Key** to enter your selection and to exit Format.

You can cancel your selections, as long as you have not depressed the **Return/Relocate Key**, by depressing **Code + Menu Key**.

Impression Control

Menu +



Impression Control is the force used by the print mechanism to strike the typing paper. You can select light, medium or heavy impression control. It is recommended that if you are typing carbons, select heavy impression. For normal typing use medium impression.

● Selecting Impression Control:

1. Repeat Steps 1 and 2, Selecting Pitch, above, if not already in Format Menu.
2. Depress **▼ Key** arrow to move Cursor to **Impression** option.
3. Depress **Spacebar** to change selection from (Light to Medium, Medium to Heavy or Heavy to Light).

4. Depress **▼ Key** to move Cursor to next option.

-OR-

Depress **Return/Relocate Key** to enter your selection and to exit Format.

You can cancel your selections, as long as you have not depressed the **Return/Relocate Key**, by depressing **Code + Menu Key**.

Top Margin

Menu +



The Top Margin indicates the number of lines that will be advanced during automatic paper insert before text is printed out. The Top Margin is preset for 6 lines (1") and can easily be changed.

● Changing the Top Margin:

1. Repeat Steps 1 and 2, Selecting Pitch, page 70, if not already in Format Menu.
2. Depress **▼ Key** to move Cursor to **Top Margin** Option.
3. Depress **Spacebar** to increase the selection. Depress **Back Space Key** to decrease the selection.

NOTE: When inch or half inch levels are displayed, the equivalent inch is also displayed.

For example: 6 lines = 1"

9 lines = 1 1/2"

12 lines = 2"

When other levels are selected, such as 7, inch measurements are not displayed.

4. Depress **▼ Key** to move Cursor to next option.

-OR-

Depress **Return/Relocate Key** to enter your selection and to exit Format.

You can cancel your selections, as long as you have not depressed the **Return/Relocate Key**, by depressing **Code + Menu Key**.

Bottom Margin

Menu +

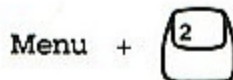


The Bottom Margin sets the number of blank lines that you want to appear at the end of your paper. It is preset to 6 lines (1"). We do not recommend setting the Bottom Margin less than six lines.

● Changing the Bottom Margin:

1. Repeat Steps 1 and 2, Selecting Pitch, page 70.
2. Depress **▼ Key** to move Cursor to **Bottom Margin** option.
3. Repeat steps 3 through 4 above, "Changing the Top Margin."

Paper Length



The Paper Length setting is used to indicate the maximum number of lines that can be printed on your paper. This setting is used in conjunction with other format settings to determine where automatic page endings should be inserted in your text. It is preset for standard 11" paper (66 lines).

● To Change Paper Length

1. Repeat Steps 1 and 2, "Selecting Pitch," page 70 if not already in Format Menu.
2. Depress **▼ Key** to move Cursor to **Paper Length** Option.
3. Repeat steps 3 through 4, page 71, "Changing the Top Margin."
(Remember 1" = 6 lines. 11" paper = 66 lines, 14" paper = 84 lines.)



Storing Formats: You can store often used formats to a DataDisk and Recall them when needed. For example, your company may have a special memorandum form:

TO:	FROM:
DEPT:	DEPT:
SUBJECT:	DATE:

To Store the Format for the above form:

1. Determine where margins and tabs are required and set them through your Format Menu.
2. Set desired Pitch and Line Spacing.
3. Return to Main Menu and select the Store option.
4. Give your format a document name, such as "Memo Format."
5. Recall the document format whenever you have to type a memo, then select **1 Key** to create a text.



Headers and Footers

You can create "Headers" and "Footers" for your documents:

Headers



Footers

1. Create your document without entering the repetitive statement in the document.
You may wish to set up larger bottom or top margins to allow room for the statement which will be added later.
2. Print and store the document.
3. Clear Memory and enter the repetitive statement into Built-In Memory.
4. Store it to disk, if desired.
5. Insert each page of the printed document into your PWP.
6. Position Print Hammer to desired "Header" or "Footer" location.
7. Enter Print Menu and print the repetitive statement on each page.

Application Short Letter

Letter #1

Today's Date

Dear Fellow Club Member:

Once again our organization will be offering a series of seminars to help our club become even better than it is!

Attached you will find information on each seminar and a separate pre-registration form.

Sincerely,

Marie Barton
Club President

Letter #2

Today's Date

Dear Fellow Club Member:

Once again our organization will be offering a series of seminars to help our club become even better than it is!

Attached you will find information on each seminar and a separate pre-registration form.

Sincerely,

Marie Barton
Club President

Application

Short Letter

To type the letter on page 74:

Set Format:

1. Depress **Code + Menu Key** to select Main Menu, if not already there.
2. Depress **2 Key** to enter Format Menu.
3. Depress **Spacebar** to change margins.
4. Move Cursor along margin scale to location 20.
5. Depress **Margin Key** to set Left Margin.
6. Move Cursor along margin scale to location 60.
7. Depress **Code + Margin Key** to set Right Margin.
8. Depress **Return/Relocate Key** to return to Format Menu.
9. Depress **Return/Relocate Key** to return to Main Menu.

Create letter:

1. Depress **1 Key** to **Create, View, or Edit Text**.
2. If text is in Memory, clear Memory, select **2 Key** to erase text to create new text using current margins or tabs, see page 46.
3. Type the text as shown on page 74 in "Letter."
4. After typing the letter, depress **Code + V Key** to graphically view your document.
5. Depress **Code + V Key** to exit Graphic Page View.

Print the letter:

1. Depress **Code + Menu Key** to return to Main Menu.
2. Automatically insert paper into your PWP.
3. Depress **3 Key** then **Return/Relocate Key** to Print Text.
4. Depress **Return/Relocate Key** to begin printing.
When printing stops, Display shows Main Menu.

Reformat your letter to look like Letter #2:

1. Depress **2 Key** to enter Format Menu.
2. Depress **Spacebar** to change margins.
3. Move Cursor along margin scale to location 15.
4. Depress **Margin Key** to set Left Margin.
5. Move Cursor along margin scale to location 65.
6. Depress **Code + Margin Key** to set Right Margin.
7. Depress **Return/Relocate Key** to return to Format Menu.
8. Depress **▼ Key** to move Cursor to Top Margin.
9. Depress **Spacebar** until the number "12" appears.
10. Depress **▼ Key** to move Cursor to Reformat.
11. Depress **Spacebar** to reformat text.
Display prompts: **Reformatting**, then **Reformatting Complete** and returns to Main Menu.
12. Depress **1 Key** twice to view document.
13. Depress **Code + V Key** to graphically view reformatted text.
14. Depress **Code + V Key** to exit Graphic Page View.

Reprint letter:

1. Automatically insert paper.
Carrier should stop 12 lines down from the top of the paper.
2. Depress **Code + Menu Key**.
3. Depress **3 Key** then **Return/Relocate Key** to Print Text.
4. Depress **Return/Relocate Key** to begin printing.
When printing stops, Display returns to Main Menu.

Save the Letter:

1. Depress **4 Key** to "Store Text to DataDisk."
2. Name the letter "Seminars."
3. Depress **Return/Relocate Key** to store the letter.

Chapter IV

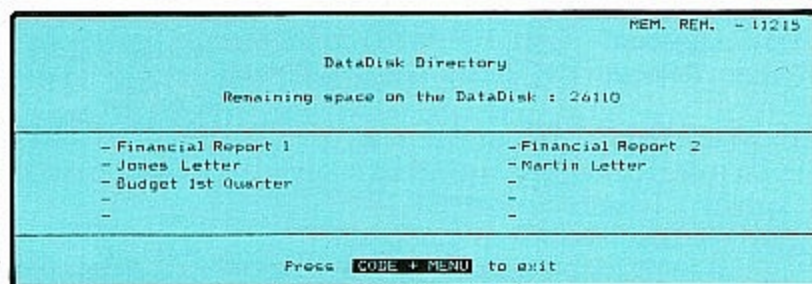
DataDisk Directory

Menu +



When you select **7 Key** from the Main Menu, the DataDisk Directory appears to your Display. This directory lists all of the documents stored to that side of the disk. The Directory also shows how much room is left on that side of the DataDisk.

In this example, Financial Report 1, Financial Report 2, Jones Letter, etc. are document names. The directory also shows that you have room to store 26110 more characters on that side of the disk.



To See the Directory

● Using the Directory:

1. Insert a DataDisk.
2. Depress **Code + Menu Key** to access the Main Menu.
3. Depress **7 Key**.
The list of documents stored on that side of the DataDisk appears in the window as well as the space remaining on that side of the disk.
4. Depress **Code + Menu Key** to return to Main Menu.

Important

Do not remove the DataDisk or turn power off while the disk drive is active. Removing a DataDisk while the Disk Drive is active could cause loss of data. Do not turn the PWP on or off while the Disk is in the Disk Drive. This could also cause loss of data.

Recall the Document from the DataDisk

In order to print or edit a document that is currently stored to DataDisk, you first have to recall it into memory. When a document is recalled from disk, it **also remains** on the DataDisk.

Recalling Documents

● How to Recall A Document:

1. Insert DataDisk in disk drive, side containing document facing up..
2. Depress **Code + Menu Key** to access Main Menu.
3. Depress **5 Key**, **Recall Document from DataDisk**.
4. Depress **▼ Key** to move Cursor to the particular document name.
-OR-
Type the name of the document you wish to recall.

REM. REM. - 20401

RECALL a Document from the DataDisk

ENTER DOCUMENT NAME : |||

- Financial Report 1	- Financial Report 2
- Jones Letter	- Martin Letter
- Budget 1st Quarter	-
-	-

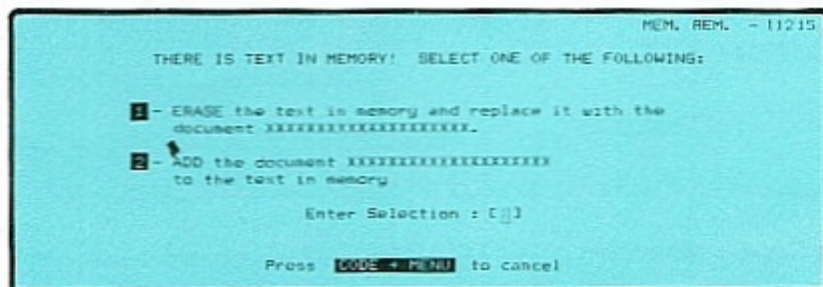
Position the cursor to select a Document
Press **RETURN** to enter, or **CODE + REM** to cancel

5. Depress **Return/Relocate Key**.
Display prompts **Recalling xxxxx** --document name then **Recalling Complete**.

If the Display prompts: **Document Not Found**, check the list of document names for the exact spelling and capitalization. If it is still not found eject the disk and search for the correct document on the other side of the disk or on another disk.

6. Main Menu reappears. Depress **1 Key** to **Create, View or Edit Text**.

7. If there is text already in Built-in Memory, the following Menu will appear. Depress **1 Key** to erase the text and to replace it with the document. Be sure to store the text in Memory to DataDisk before erasing it if you need it for future use, see page 55.



NOTE: A damaged disk or possible PWP technical problem may prevent a document from being accurately recalled. If this happens, the following prompt is displayed:

An error has been detected during Recall, please review text.

View the recalled document on the Display and correct text. Then re-store the document to a new disk. If no further problems recalling the document are encountered, the first disk has been damaged and should be discarded. If recall problems continue to exist with new disks, the problem could be a technical one. Have the PWP checked by a service technician before further use.

Important

Do not remove the DataDisk or turn power off while the disk drive is active. Removing a DataDisk while the Disk Drive is active could cause loss of data. Do not turn the PWP on or off while the Disk is in the Disk Drive. This could also cause loss of data.

More About Recalling Documents

You can also add more documents from the DataDisk to another text in Memory as long as Built-In Memory is available.

Combining Documents

For example:

Document: Insurance

We strongly encourage our tenants to subscribe to a Tenant Insurance Policy because the Management is not liable for any theft or damage due to theft.

Document: Furniture

We have arranged a monthly furniture rental agreement on your behalf. Enclosed you will find the contract which must be sent to Modern Trends Furniture.

Ms. Sue Saunders
Main Street
Central City, USA

Enclosed you will find your Rental Lease Agreement. Please sign it and return it within five days.
We strongly encourage our tenants to subscribe to a Tenant Insurance Policy because the Management is not liable for any theft or damage due to theft.

We have arranged a monthly furniture rental agreement on your behalf. Enclosed you will find the contract which must be sent to Modern Trends Furniture.
We welcome you to our living complex.

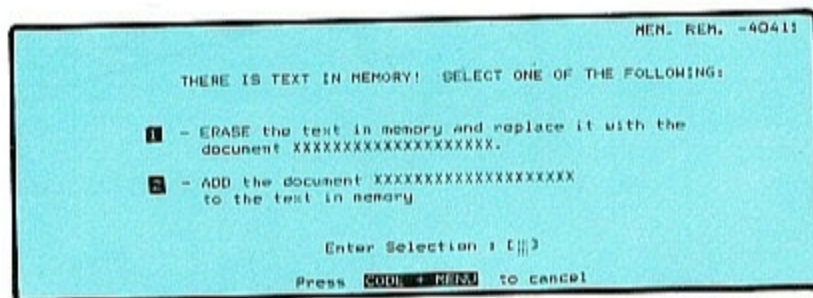
Sincerely,

Mr. Steven Martin
Manager

● To Combine Documents

1. Recall into Memory the document that you want to appear first.
-OR-
Create a new document up to the point where the second document will be inserted.
2. Depress **Code + Menu Key** to access the Main Menu.
3. Depress **5 Key**, **Recall Document from DataDisk**.
First make sure you have the correct DataDisk in the Disk Drive.
4. Move your Cursor Keys to locate the document name on the Display.
5. Depress the **Return/Relocate Key**.

The following Menu appears.



6. Depress **2 Key** to add it to the end of the existing document already in Built-In Memory. When a document is added to one currently in Memory, a carrier return is automatically entered to separate the two documents.
7. DISPLAY prompts: **Recalling xxxxx** then **Recalling Complete**. The Main Menu Returns.
8. Continue in this manner to add as many files as desired to memory — as long as there is memory available.
9. Proceed to edit or print your combined documents.

Application

The Rental Agreement

Document: Insurance

We strongly encourage our tenants to subscribe to a Tenant Insurance Policy because the Management is not liable for any theft or damage due to theft.

Surfline Systems
242 Tenth St
Central City, USA

Ms. Sue Saunders
Main Street
Central City, USA

Document: Furniture

We have arranged a monthly furniture rental agreement on your behalf. Enclosed you will find the contract which must be sent to Modern Trends Furniture.

Ms. Sue Saunders
Main Street
Central City, USA

Enclosed you will find your Rental Lease Agreement. Please sign it and return it within five days.
We strongly encourage our tenants to subscribe to a Tenant Insurance Policy because the Management is not liable for any theft or damage due to theft.

We have arranged a monthly furniture rental agreement on your behalf. Enclosed you will find the contract which must be sent to Modern Trends Furniture.
We welcome you to our living complex.
Sincerely,

Mr. Steven Martin
Manager

To create the above agreement:

Set

Left Margin - 12
Right Margin - 72

Create document "Insurance".

1. Clear Memory if necessary, then type the "Insurance" document above as shown.
2. Depress **Return/Relocate Key** once at end of document.
3. Save the document to DataDisk with the document name "Insurance."

Create document "Furniture"

1. Clear Memory but keep current margins and tabs.
2. Type the "Furniture" document above.
3. Depress **Return/Relocate Key** once at the end of the document.
4. Save "Furniture" to Datadisk.

Create a new Letter and merge with "Insurance" and "Furniture."

1. Clear Memory but keep current margins and tabs.
2. Type:
 Ms. Sue Saunders
 Main Street
 Central City, USA
3. Depress **Return/Relocate Key** twice.
4. Type your first paragraph.
5. Depress **Return/Relocate Key** once.
6. Exit to Main Menu (**Code + Menu Key**).
7. Depress **5 Key** to recall a document.
8. Recall "Insurance."
9. Select **2 Key** to add a document to text in Memory.
10. After the document is recalled, the Main Menu reappears.
11. Depress **1 Key** to review your combined documents.
12. Return to the Main Menu (**Code + Menu Key**).
13. Depress **5 Key** and recall "Furniture."
14. Select **2 Key** to add document to text in Memory.
15. After the document is recalled, the Main Menu reappears.
16. Depress **1 Key** twice to edit your combined documents.
17. Move your Cursor to the end of the document (**Cursor Advance + ▼ Key**).
18. Finish typing the document as shown on page 81.
19. Store the document.

Print Letter and prepare envelope.

1. Print your document.
2. When printing is completed, switch to TYPE MODE.
3. Automatically insert a standard #10 envelope into your PWP.
4. Type the address.

Chapter V

Editing

Important

Reformat After Editing

Your personal word processor allows you to type text, make changes, then print it letter perfect. You can move text around, insert new text, erase errors as well as change the format. However, it is important after making changes to your text or format that you reformat in order to adjust the line and page lengths.

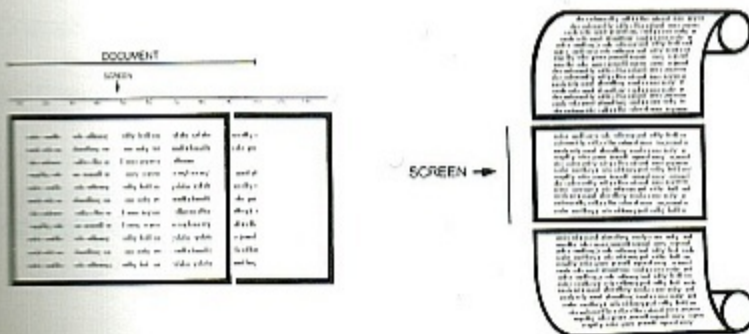
1. Make changes to text using editing features on the following pages.
2. Change format (margins, tabs, pitch, line spacing, top margin, bottom margin, paper length), if desired.
3. Return to Main Menu.
4. Depress **2 Key** for **Format** menu.
5. Move Cursor to **Reformat** option.
6. Depress **Spacebar** to change **No** to **Yes**.
7. Reformatting takes place. Line and page endings are recalculated to accommodate changes.

Using the Cursor Arrows



When you create a document that is longer than 11 lines of text, you cannot see the entire document on the Display at one time; however, you can use your Cursor Keys (to the right of the Keyboard) to scroll vertically through your text.

You can also create documents that are wider than the Display, for example, when typing a financial table. Your Display will automatically scroll left and right as you create the document. To review it, you must use your Cursor Keys to scroll horizontally.



● How The Cursor Scrolls:

1. Current Cursor Position
Welcome Farewell
Hello Howdy
Goodbye
Good Grief
2. Depress **▶** - Cursor Moves:
Welcome Farewell
Hello Howdy
Goodbye
Good Grief
3. Depress **▼** - Cursor Moves
Welcome Farewell
Hello Howdy
Goodbye
Good Grief
4. Depress **◀** - Cursor Moves
Welcome Farewell
Hello Howdy
Goodbye
Good Grief
5. Depress **▲** - Cursor Moves
Welcome Farewell
Hello Howdy
Goodbye
Good Grief
6. Depress **Adv + ▶** - Cursor Moves to Right-most character on the line
Welcome Farewell
Hello Howdy
Goodbye
Good Grief
7. Depress **Adv + ◀** - Cursor Moves to Left-most character on the line
Welcome Farewell
Hello Howdy
Goodbye
Good Grief
8. Depress **Adv + ▼** - Cursor Moves to end of text
Welcome Farewell
Hello Howdy
Goodbye
Good Grief
9. Depress **Adv + ▲** - Cursor Moves to beginning of text
Welcome Farewell
Hello Howdy
Goodbye
Good Grief

Easy Ways to Speed Things Up:

● Prior Screen/Next Screen

Quickly move the Cursor an entire screen at once.

Depress **Code + ◀** — the previous 11 lines are displayed.

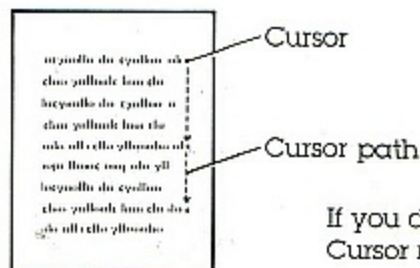
Depress **Code + ▶** — the next 11 lines are displayed.

One line from the current screen is carried over when activating Prior Screen and Next Screen.

● Scrolling

If you hold down the **▼** or **▲** **Cursor Keys**, the Cursor scrolls through your text line by line. It skips blank spaces. To scroll quickly through a document, you can move the Cursor near the end of the line and jump up or down the screen in larger sections:

For example:



If you depress **▼** **Key** in this example, Cursor moves from line 1 to line 5 to line 8.

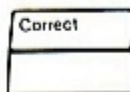
● Search to Page

You can also use the Search to Page feature to quickly go to another page, see page 94.

Correcting Errors

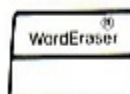
Using the Correct and WordEraser® Keys

How to Use the Correct Key



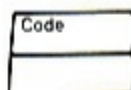
1. Position the Cursor to the immediate right of the incorrect character.
2. Tap **Correct Key**. To delete more characters, continue holding down the **Correct Key**.

How to Use the WordEraser Key



1. Position the Cursor anywhere on the incorrect word.
2. Depress **WordEraser Key**.

Deleting A Carrier Return



+



When a Carrier Return Symbol is followed by text, you cannot delete it using the **Correct Key**. For example:

```
PAGE 1 LINE 2                                MEM. REM. - 11215
C.....20.....30.....40.....50.....60.....70.....80.....90
In viewing our records, we have found that your account with
Marvelous Paper Products, Inc. is now 60 days past due.
Unfortunately, we will be unable to meet your future office,
supply needs until the account is made current. Contact me,
directly if there is a problem.
Please disregard this notice if payment has been made.
Sincerely,
```

How to Delete a Carrier Return

To delete a Carrier Return in the above example:

1. Position the Cursor on the Return Symbol to be deleted.
2. Depress the **Code + Marker (3) Key** twice.
3. Depress the **Correct Key**. The symbol is erased.

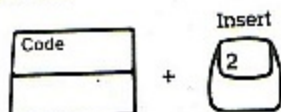
Typing over Errors

● How To Use the Typeover feature:

Position the Cursor on the incorrect character and type over it.

NOTE: The **Tab Key** is the only key that will not type over another character. It will position the Cursor at the next tab location. You can, however, insert a tab just as you would text, see below.

Inserting Text

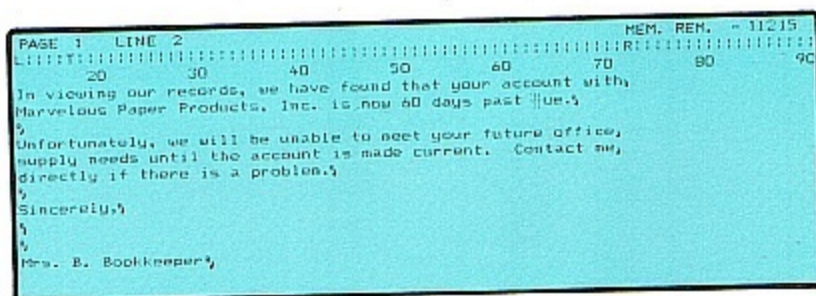


You can insert any number of words or paragraphs into your text as long as there is memory available.

● How to Insert Text:

1. Position Cursor at the location where you wish to insert text.

For example:



Position Cursor on the "d" in "due"

2. Depress the **Code + Insert (2) Key**.
An "I" appears inside the Cursor indicating that you are in Insert Mode. Text from that point temporarily disappears from the Display.
3. Type the insertion.
4. To deactivate Insert Mode, depress **Code + Insert Key**. Text reappears.

While in Insert mode, the Cursor Keys and the **Back Space Key** are not functional. If you make a mistake, simply depress **Correct** or **WordEraser®KEY** to erase your error and retype the insert. If you depress a Cursor Key or **Back Space Key** while in Insert Mode, the Display prompts: **Invalid Request.**

REMEMBER...after making corrections.

Reformat your text before printing so the PWP can recalculate line and page endings.

Application

Price List

remove return

Marvelous Paper Products, Inc.

Price List

File Folders
77-3301

Ruled Pads
88-0001
88-0002

#2 pencils
99-0007

Pens
99-0003
99-0004

#10 envelopes
66-0001

add 99-0002

typewriter 66-0006

remove

manilla	per 100	15.00
canary	1 dozen	7.50
white	1 dozen	7.50
yellow	1 dozen	3.00
blue	each	.80
red	each	.80
black	each	.80
white	500/box	24.00

Set: Left Margin - 10
 Right Margin - 70
 Regular Tabs - locations 40 and 54
 Decimal Tab - location 65

1. If necessary, clear Memory and create a new document, see page 46.
2. Type Marvelous Paper Products, Inc.
3. Depress **Return/Relocate Key** twice.
4. Type Price List
5. Depress **Return/Relocate Key** twice.
6. Type File Folders
7. Depress **Return/Relocate Key**.
8. Type 77-3301 then tab to location 40 and type manilla.
9. Tab to location 54 and type per 100.
10. Tab to decimal tab location 65 and type 15.00.
11. Finish typing the price list — do not insert written corrections into the text.

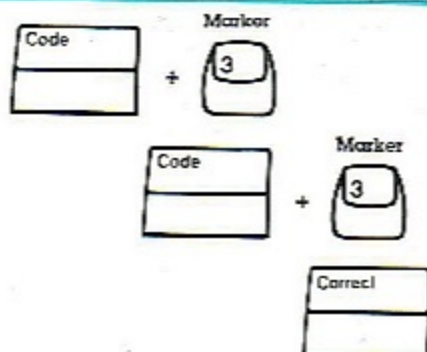
Editing

1. Position Cursor, using Prior Screen feature (**Code + Left Key**), to the Required Return after "Marvelous Paper Products, Inc."
2. Depress **Code + Marker (3) Key** twice to highlight return symbol.
3. Depress **Correct Key** to erase symbol.
4. Move Cursor to second "l" in "manilla."
5. Depress **Correct Key** to remove "l"
6. Add a space after "manilla" to realign your columns — depress **Code + Insert (2) Key** then depress the **Spacebar** once.

7. Depress **Code + Insert Key** to exit insert mode.
8. Move Cursor to the first "9" in "99-0003."
9. Depress **Code + Insert Key** to activate insert mode.
10. Add the following information to your price list:
Type: 99-0002
Depress **Tab Key**.
Type: blue
Depress **Tab Key**.
Type: each
Depress **Tab Key**.
Type: 80
Depress **Return/Relocate Key**.
11. Deactivate Insert Mode.
12. Move Cursor to the first "6" in "66-0001" and change this number to 66-0006 by typing over the "66-0001."
13. Store your document.
14. Print your document.

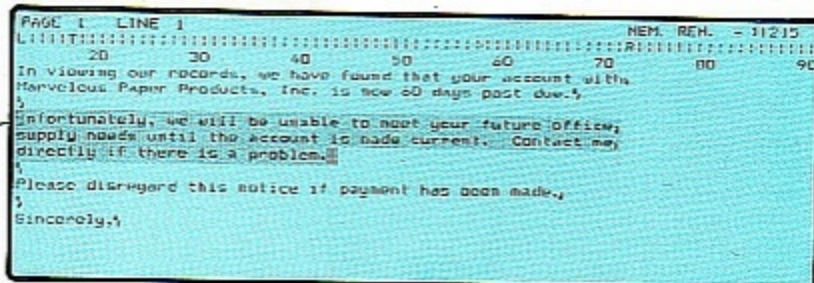
Moving, Deleting & Copying Blocks of Text

Deleting Blocks



You can delete a block of copy from your text quickly.

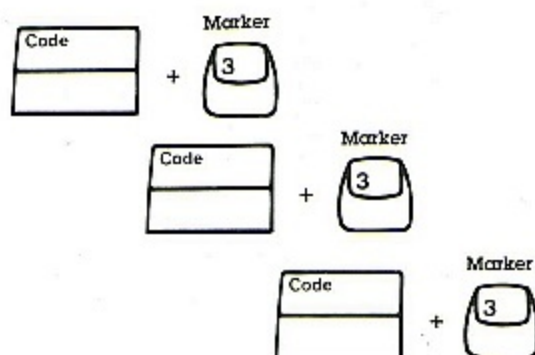
For example:



To Delete A Block:

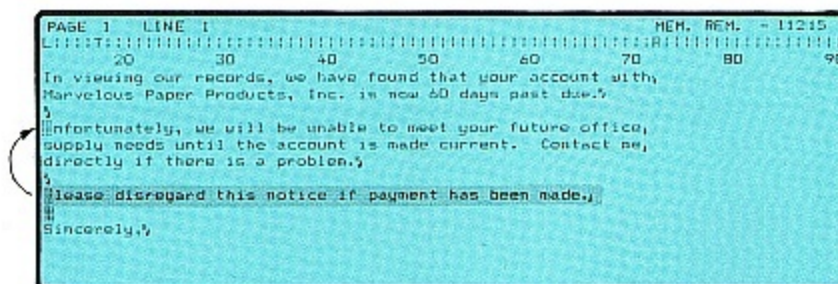
1. Position Cursor on the first character in the block of text to be deleted, in this example the "U" in "Unfortunately."
2. Depress the **Code + Marker (3) Key** to mark the beginning of the block to be deleted.
3. Move the Cursor to the last character to be deleted, in this example the Return following "problem."
4. Depress **Code + Marker Key** again to mark the end of the block to be deleted. The block of text is now highlighted.
5. Depress the **Correct Key**. The block of text is deleted.
6. You may need to reformat your text, see page 43.

Moving Blocks:



You can move a block of text to another location.

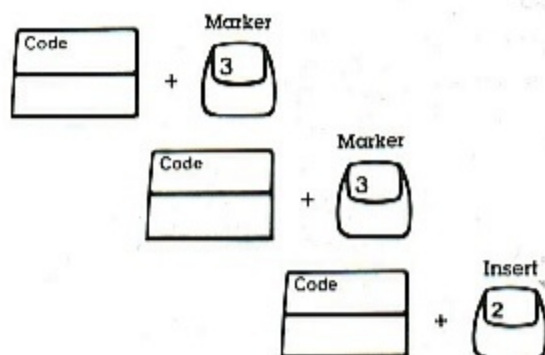
For example:



● To Move A Block :

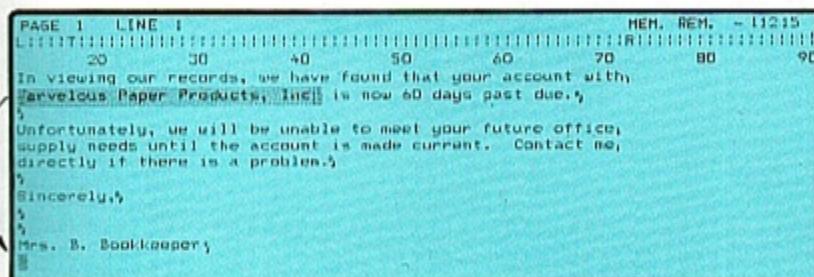
1. Position the Cursor on the first character in the block of text you want moved, in this example, the "P" in "Please."
2. Depress **Code + Marker (3) Key** to mark the beginning of the text to move.
3. Move the Cursor to the last character in the block to be moved, in this example the Carrier Return Symbol separating the paragraph from the next one.
4. Depress **Code + Marker Key** to mark the end of the block to be moved. The text is highlighted.
5. Position the Cursor to the character or space to the immediate right of where you want the copy moved. In this example, the "U" in "Unfortunately."
6. Depress **Code + Marker Key** again. The block is moved to the new location.

Copying Blocks



You can copy a block of text to another location while leaving it in its original location.

For example:



● To Copy A Block:

1. Position the Cursor on the first character in the block of text you want copied, in this example on the "M" in "Marvelous."
2. Depress **Code + Marker (3) Key** to mark beginning of the block of text to be copied.
3. Move Cursor to the last character in the block you want to copy, in this example the period (.) in "Inc".
4. Depress **Code + Marker (3) Key** again to mark end of text to be copied.
5. Move Cursor to the character or space to the immediate right of where you want the copy to appear again. In this example, on the space below the "M" in "Mrs."
6. Depress **Code + Insert Key** to insert the text into the new location. The text also remains in its original location.

INFO: If you decide not to move, copy or delete text after you have highlighted it.

1. Position Cursor anywhere inside highlighted area.
2. Depress **Code + Marker (3) Key**. This "moves" the text where it already is located thereby cancelling the procedure.

REMEMBER

Reformat your text before printing so the PWP can recalculate line and page endings.

Application

Dunning Message #1

Version #1

```

PAGE 1  LINE 12
20 30 40 50 60 70 80 90
In viewing our records, we have found that your account with
Marvelous Paper Products, Inc. is now 60 days past due.
Unfortunately, we will be unable to meet your future office
supply needs until the account is made current. Contact me,
directly if there is a problem.
Sincerely,
Mrs. B. Bookkeeper,

```

Version #2

```

PAGE 1  LINE 12
20 30 40 50 60 70 80 90
In viewing our records, we have found that your account with
Marvelous Paper Products, Inc. is now 60 days past due.
Unfortunately, we will be unable to meet your future office
supply needs until the account is made current. Contact me,
directly if there is a problem.
Please disregard this notice if payment has been received.
Sincerely,

```

Set

Left Margin - 12
Right Margin - 72

1. Create Version #1 above without handwritten changes. Make sure you depress the **Return/Relocate Key** at the end. Cursor must end up under the "M" in Mrs.

Block Copy

1. Move Cursor to "M" in "Marvelous."
2. Depress **Code + Marker (3) Key**.
3. Move Cursor to period (.) in "Inc."
4. Depress **Code + Marker Key**.
5. Move Cursor to space under "M" in "Mrs."
6. Depress **Code + Insert (2) Key**.

Block Move

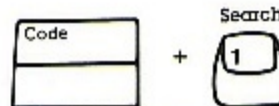
1. Move Cursor to "P" in "Please."
2. Depress **Code + Marker (3) Key**.
3. Move Cursor to period (.) following "made."
4. Depress **Code + Marker Key**.
5. Position Cursor to "U" in "Unfortunately."
6. Depress **Code + Marker Key**.
7. Depress **Code + Insert (2) Key**.
8. Depress **Return/Relocate Key** twice.
9. Deactivate Insert Mode, depress **Code + Insert Key**.

Block Delete

1. Move Cursor to Carrier Return symbol before the "U" in "Unfortunately."
2. Depress **Code + Marker (3) Key**.
3. Move Cursor to Carrier Return Symbol after "problem."
4. Depress **Code + Marker Key**.
5. Depress **Correct Key**.
6. Depress **Code + Menu Key** to return to Main Menu.
7. Depress **2 Key** to Set Margins, Tabs and Format.
8. Move Cursor to Reformat Option.
9. Depress **Spacebar**. When reformatting is complete, Main Menu reappears.

Store and Print your edited file.

Search/Search & Replace



Your typewriter can quickly locate to a specific word, phrase or page in your text (Search). You can also search for a word or phrase and automatically replace it with another...in one occurrence or all occurrences throughout the document (Search & Replace).

The Cursor searches from its current position forward. Therefore, be sure the Cursor is located before the word or phrase you are searching for before you activate Search.

Cursor must be before desired change or search word.



change desired here

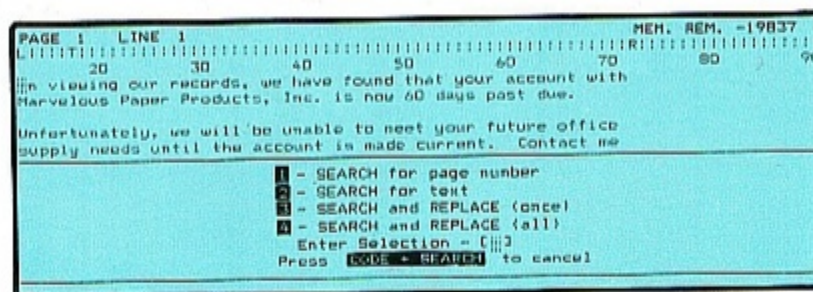
Search for Page Number



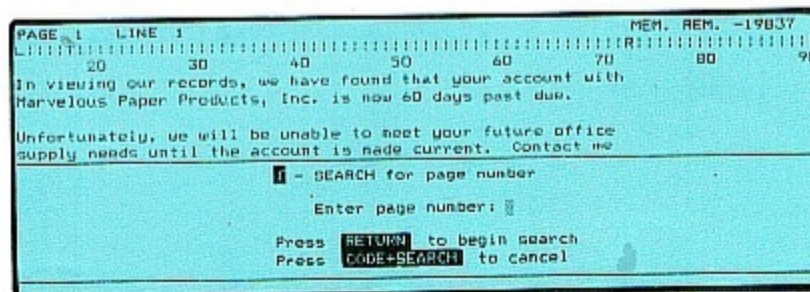
The Cursor can quickly locate to a specific page number in your document.

● How to Search for a Page:

1. Depress **Code + Search (1) Key** to activate Search. The Search Window appears.



2. Depress the **1 Key** to search for a page number. The Display window asks you to enter the page number.



3. Type the number. If you make a mistake, depress **Correct Key** and retype the number. You can depress **Code + Search Key** to cancel the search.
4. Depress the **Return/Relocate Key** and the Cursor appears at the top of the page you searched for. If you specify a page number greater than the total number of pages, the Cursor goes to the end of the document.

Search for text



Your typewriter can quickly locate to a specific word or phrase in your text.

How to Search for Text:

1. Depress **Code + Search (1) Key** to activate Search.
2. Depress **2 Key** to search for text.
3. The Display window asks you to enter the word or phrase that you are searching for.

4. Type the word or phrase **exactly** as it appears in the text (upper/lower case). You may type a maximum of 39 characters. The system will search to the first occurrence it finds. The system also locates the word/phrase if it appears underscored or in bold print.

You can depress **Code + Search Key** to cancel the search.

5. Depress **Return/Relocate Key** to begin search.

Cursor moves to the search string. If the string is not found, Display prompts: **Not Found**. Retype your search string being sure to type it as it appears in text and try again. (Be sure the Cursor is located before the word or phrase you are searching for.)

You can also search for Page Endings and Stop Codes. In Step 4, simply depress **Code + Page End (4) Key** — the page end command, to search for a page ending. Depress **Code + Stop (5) Key** — the Stop Code command, to search for stop codes.

NOTE: If you are searching for a word or phrase that is located several times throughout the text, you will have to type the word before or after it to clearly identify the specific location you desire.

For example:

You typed:

We cordially invite you to attend the series of workshops that we are conducting. We also invite you to the social gathering immediately following each session.

Now you want to locate to the second occurrence of "invite". You would Search for "also

Search & Replace Once



Your typewriter can quickly locate to a specific word or phrase in your text and replace it with another.

● How to Search and Replace a word or phrase:

1. Depress **Code + Search (1) Key** to activate Search.
2. Depress **3 Key** to search and replace once.
3. The Display window asks you to enter the word or phrase that you are searching for.

PAGE 1 LINE 1 MEM. REM. -19837
20 30 40 50 60 70 80 90
In viewing our records, we have found that your account with
Marvelous Paper Products, Inc. is now 60 days past due.
Unfortunately, we will be unable to meet your future office
supply needs until the account is made current. Contact us
3 - SEARCH and REPLACE (once)
Search for: |||
Replace with: |||
Press RETURN to enter
Press CODE+SEARCH to cancel

4. Type the word or phrase exactly as it appears in the text (upper/lower case). You may type a maximum of 39 characters. The system will search to the first occurrence it finds.
5. Depress **Return/Relocate Key**.
6. Now the PWP asks you to type the replacement characters - up to 39 characters. Activate Bold or Auto Underscore before typing if you desire the replacement to be printed this way. See page 102, **Enhancing Text**.

You can depress **Code + Search Key** to cancel the search.

7. Depress **Return/Relocate Key** to begin search and replace.
If the string is not found, Display prompts: **Not Found**. Retype your search string being sure to type it as it appears in the text and try again.
8. After replacement has been made, you may need to reformat your text, see page 43.

Search & Replace (All)



Your typewriter can quickly locate and replace all occurrences of a specific word or phrase in your text.

1. Depress **Code + Search (1) Key** to activate Search.
2. Depress **4 Key** to search and replace all.
3. Repeat steps 3 through 8 above (Search & Replace Once), except that all occurrences of the word or phrase will be replaced.

PAGE 1 LINE 1 MEM. REM. -19837
20 30 40 50 60 70 80 90
In viewing our records, we have found that your account with
Marvelous Paper Products, Inc. is now 60 days past due.
Unfortunately, we will be unable to meet your future office
supply needs until the account is made current. Contact us
4 - SEARCH and REPLACE (all)
Search for: |||
Replace with: |||
Press RETURN to enter
Press CODE+SEARCH to cancel

REMEMBER..

Reformat your text before printing so the PWP can recalculate line and page endings.

Exercises

Search/Search and Replace

PAGE 1	LINE 1	HEM. REM. - 11215
20	30	40 50 60 70 80 90
Suppliers:		
Paper Supplies		
Main Street		
Syracuse, New York 13212		
Print Inks, Inc.		
Oak Street		
Vancouver, New York 12856		
Reade Books		
River Blvd		
Pittsburgh, Pa 15345		

Type the above.

Search

1. Move Cursor to beginning of list (**Advance Key** then **▲ Key**).
2. Depress **Code + Search (1) Key**.
3. Depress **2 Key**.
4. Type Books and then depress **Return/Relocate Key**.
Cursor moves to carrier return after "Books."
5. Depress **Code + Insert Key**.
6. Depress **Return/Relocate Key**.
7. Tab to tab location.
8. Type:

Book Wholesalers

9. Depress **Code + Insert Key** to deactivate Insert Mode.

Changed address should read:

Reade Books

Book Wholesalers

River Blvd

Pittsburgh, Pa

Search and Replace Once

1. Move Cursor to beginning of list.
2. Depress **Code + Search Key**.
3. Depress **3 Key**.
4. Type Paper.
5. Depress **Return/Relocate Key**.
6. Replace with "Paper House" then depress **Return/Relocate Key**.
"Paper Supplies" changes to
"Paper House Supplies."

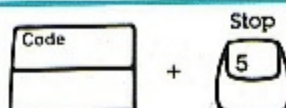
Search and Replace All

1. Move Cursor to beginning of list.
2. Depress **Code + Search Key**.
3. Depress **4 Key**.
4. Type New York.
5. Depress **Return/Relocate Key**.
6. Replace with "NY" then depress **Return/Relocate Key**. "New York" changes to "NY" in all

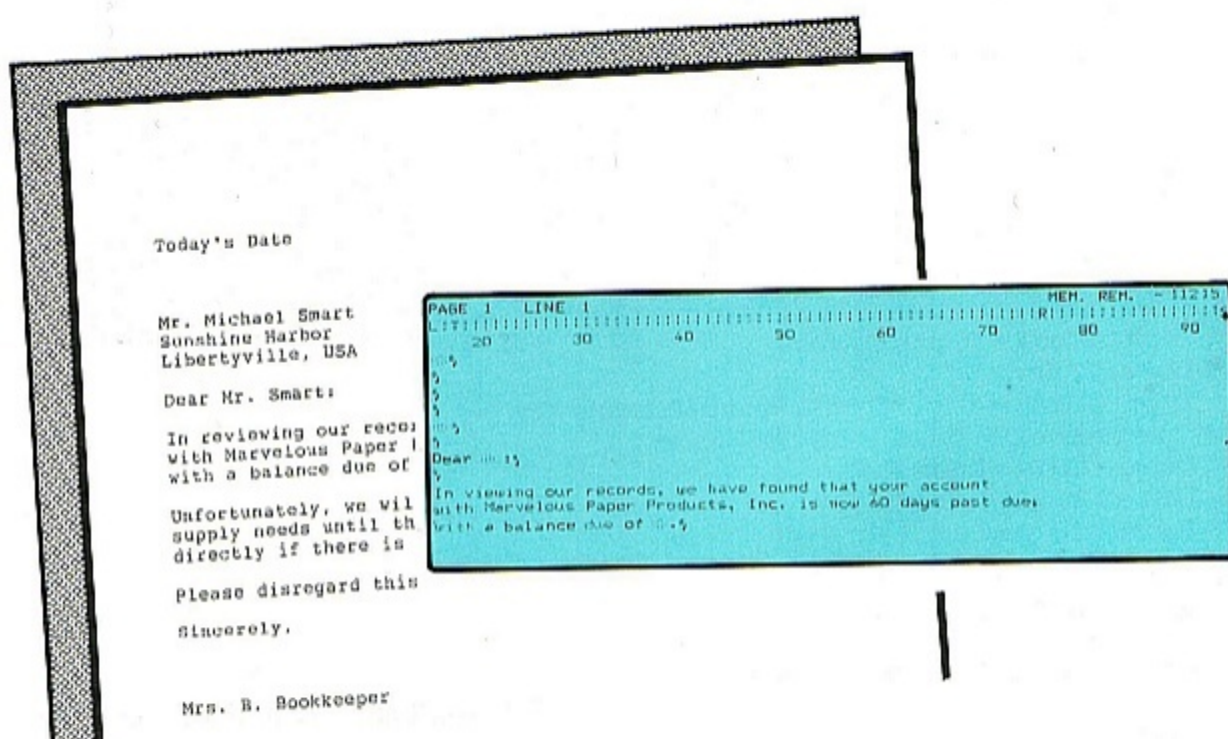
Chapter VI

Stop Codes


Entering Stop Codes



You can insert Stop Codes while entering text. During printing, the printer will halt at the Stop Codes so you can manually enter text. (Manually inserted text at a Stop Code is not stored in memory.) This can be used to individualize letters and fill in forms. For example: Each person with an account 60 days past due will receive an individualized dunning notice.



● How to Enter Stop Codes:

1. While typing your document, at the appropriate location, depress **Code + Stop (5) Key**. The symbol  appears on the Display.
2. Continue typing the text.
3. During printing, the typewriter will halt whenever a Stop Code symbol is reached. The Display prompts: **Printing Paused at Stop Code.**
4. Switch to Type Mode and type in the variable text. Corrections can be made using the **Correct** or **WordEraser® Key**. Switch back to WP Mode.
5. Continue printing by depressing the **Return/Relocate Key**.

NOTE: Stop Codes are treated like individual characters and can be deleted and inserted. Lines containing a Stop Code will **not** print right margin justified, see page 50.

Application

Dunning Notice #2

Today's Date

Mr. Michael Smart
Sunshine Harbor
Libertyville, USA

Dear Mr. Smart:

In reviewing our records
with Marvelous Paper Pro
with a balance due of \$

Unfortunately, we will
supply needs until the
directly if there is a

Please disregard this

Sincerely,

Mrs. B. Bookkeeper

PAGE 1	LINE 1	MEM. REM. - 11215
20	30	40
50	60	70
80	90	

Dear Mr. Smart:

In reviewing our records, we have found that your account with Marvelous Paper Products, Inc. is now 60 days past due, with a balance due of \$112.15.

Set

Left Margin - 15
Right Margin - 75

1. Clear Memory to create a new document.
2. Depress **Code + Stop (5) Key** to insert a stop code (for the date) at the beginning of the letter.
3. Depress **Return/Relocate Key** 4 times.
4. Insert a Stop Code (for the name and address of the customer).
5. Depress **Return/Relocate Key** twice.
6. Type: Dear
7. Insert a third Stop Code for the customer's name (for example: Mr. Smart)
8. Type:
9. Type your letter as shown. After you type "balance due of" insert a fourth Stop Code.
10. Store your document with the document name "Dunning"

Print your document

1. Automatically insert paper.
2. Begin printing document.
3. It stops immediately. Switch to TYPE MODE.
4. Enter the date.
5. Switch back to WP MODE.
6. Depress **Return/Relocate Key** to resume printing. Paper advances to next Stop Code.

7. Switch to TYPE MODE.
8. Type:
Mr. Michael Smart
Sunshine Harbor
Libertyville, USA
9. Switch to WP MODE.
10. Depress **Return/Relocate Key** to resume printing.
11. Printing resumes then halts after "Dear"
12. When printing stops, switch to TYPE MODE and insert customer's name.
13. Type:
Mr. Smart
14. Switch to WP MODE.
15. Depress **Return/Relocate Key** to resume printing.
16. At the next Stop Code, switch to TYPE MODE.
17. Type the customer's balance due:
\$87.00
18. Switch to WP MODE and finish printing the letter.

Reprint this letter several times and incorporate your own customer names, addresses and amounts due.

Chapter VII

Erasing Documents on the DataDisk

Menu +



When you no longer need to retain a document for future use, you can erase it from the DataDisk.

Erasing Documents

ERASE a Document from the DataDisk		MEM. REM. -11215
ENTER DOCUMENT NAME :		
- Financial Report 1	- Financial Report 2	
- Jones Letter	- Martin Letter	
- Budget 1st Quarter	-	
-	-	
Position the cursor to select a document Press RETURN to enter, or CODE + MENU to cancel		

How to Erase Documents from the Disk:

1. Insert the appropriate DataDisk, side to be erased facing up.
2. Depress **Code + Menu (Tab/S) Key** to access the Main Menu.
3. Depress the **6 Key** to erase a document.
The Erase menu appears, see above.
4. Move your Cursor to locate the document name on the Display.
-OR-
Enter the document name to be removed from the disk.
5. Depress the **Return/Relocate Key**.
The Display prompts: **Are you sure you want to erase xxxxxx? Yes** (If you decide not to erase the document, depress the **Spacebar** to change the **Yes** to **No**, followed by the **Return/Relocate Key**.)

If the Display prompts: **DOCUMENT Not Found** check the list of document names for the exact spelling and capitalization. If it is still not found eject the DataDisk and search for the correct document on the other side of the disk or on another DataDisk.

NOTE

You can cancel the Erase function before erasing begins by simply depressing the **Code + Menu Key** or by answering no to the **Are you sure?** prompt.

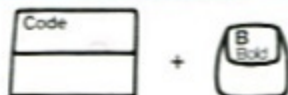
6. Depress the **Return/Relocate Key** to erase the document. PWP prompts: **Erasing xxxxxx - document name**, then **Erasing Complete**.

Important

Chapter VIII

Enhancing Text

Bold Print



Your PWP can type in Bold Print.

Using Bold Print:

1. Depress **Code + B Key**. A beep is heard.
2. Type text.
3. To turn off bold print, depress **Code + B key**. No beep is heard.

Undoing Bold Print:

You cannot type normal print characters over bold characters. Bold must be erased first.

1. Erase bold printed words using **WordEraser® Key**, see pages 41, 85.
 2. Turn Bold Print Off.
 3. Retype text (or Insert if editing previously typed text).
- You can use Search & Replace to replace bold text with normal print, see pages 96.

Auto Underscore



This feature automatically underlines word and spaces as you type.

Underscoring Text

1. Depress **Code + Under (Underscore/Hyphen) Key**. A beep is heard.
2. Type text.
3. To deactivate auto underscore, depress **Code + Under Key**. No beep is heard.

Undoing Underscoring:

1. Turn Underscoring off.
2. Move Cursor to first underscored character.
3. Retype text.

Manual Underscore



You can also manually go back and underscore text.

1. Position Cursor on first character to be underscored.
2. Depress and hold **Shift + Underscore/Hyphen Key**.

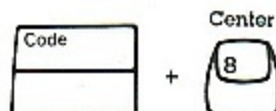


You can activate auto underscore while designing forms.

Name _____

Address _____

Auto Center



This feature automatically centers text between current margins.

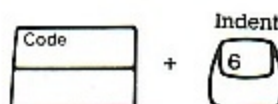
Centering Text:

1. Depress **Code + Center (8) Key**. A beep is heard. Cursor moves to center of Display.
2. Type text. As you type, text centers on the Display.
If you make a mistake, simply use the **Correct** or **WordEraser® Key**, (see pages 41,85).
-OR-
Depress **Code + Center Key** to restart centering.

3. Depress **Return/Relocate Key**. Text is centered and Auto Centering is deactivated.

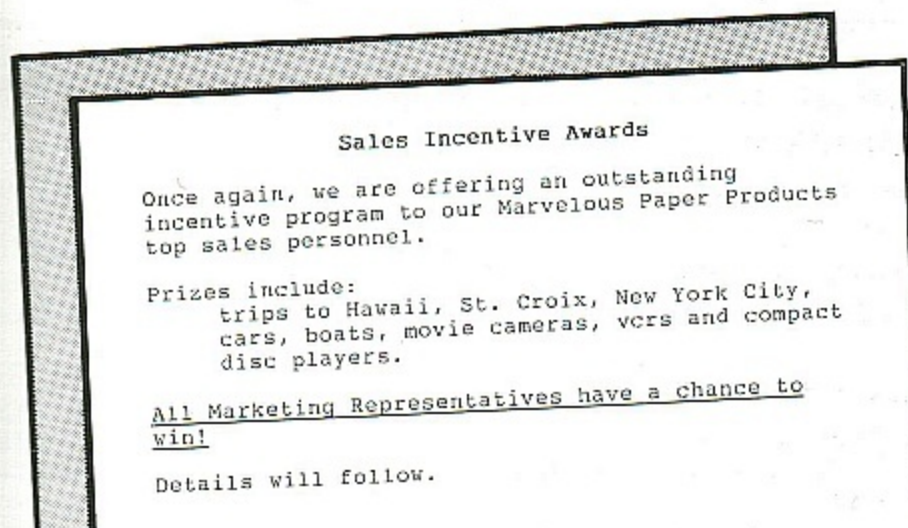
NOTE: When using AutoSpell with Auto Center in WP Mode, you must reformat text.

Paragraph Indent



Paragraph Indent allows you to set "temporary left margins" on your typewriter and is ideally suited for typing outlines. This feature functions in WP Mode only.

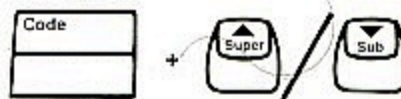
In the example below, the second paragraph automatically indents five spaces.



Setting Paragraph Indent:

1. Tab or space to desired indent location.
2. Depress **Code + Indent (6) Key**. A beep is heard.
3. Type the desired text. When the right margin is reached or when the **Return/Relocate Key** is depressed, the Cursor returns to the indented position.
4. Depress **Code + Indent Key** to return to original margin. The Cursor advances one line and returns to the original margin.

Superscripts and Subscripts



You can easily type super and subscripts on your PWP.

● Typing Super/Subscripts:

1. Depress **Code** + **▲** **Key**. You will see the symbol **↑** on the Display.
-OR-
Depress **Code** + **▼** **Key**. You will see the symbol **↓** on the Display.

Upon printout, the symbols do not print but merely instruct the PWP to move the typing line 1/2 line in the appropriate direction.

For example, to type H_2O , you would:

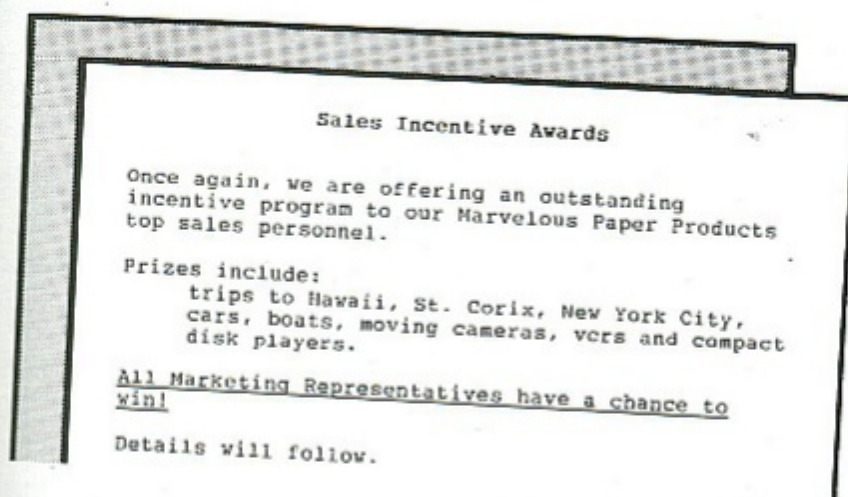
1. Type H.
2. Depress **Code** + **▼** **Key**.
3. Type 2.
4. Depress **Code** + **▲** **Key**.
5. Type O.

To type 18th, you would

1. Type 18.
2. Depress **Code** + **▲** **Key**.
3. Type th.
4. Depress **Code** + **▼** **Key**.

Exercises

Enhancements



To type the above:

Set

Left Margin - 15
Right Margin - 65

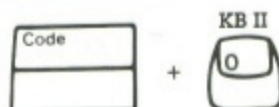
Automatically insert paper.

1. Select #1 from Main Menu to create new text. Clear Memory, if necessary.
2. Depress **Code + B Key** to activate Bold Print.
3. Depress **Code + Center (8) Key** to activate centering.
4. Type:
Sales Incentive Awards
5. Depress **Return/Relocate Key** once to indicate end of centered text.
6. Depress **Code + B Key** to deactivate bold.
7. Depress **Return/Relocate Key** twice.
8. Type the next two lines of text.
9. Depress **Return/Relocate Key** twice.
10. Type:
Prizes include:
11. Depress **Return/Relocate Key** once.
12. Depress **Spacebar** 5 spaces to position 20.
13. Depress **Code + Indent (6) Key** to activate Auto Indent.
14. As you type, the paragraph automatically indents.
Do not depress **Return/Relocate Key** after "players."
Type:
trips to Hawaii, St. Corix, New York City,
cars, boats, moving cameras, vcrs and compact
disk players.
15. After typing "players," depress **Code + Indent Key** to deactivate Indent.
Carrier returns to left margin.
16. Depress **Return/Relocate Key** once.
17. Depress **Code + Under (Underscore/Hyphen) Key** to activate Auto Underscore.
18. Type the next paragraph.
19. Depress **Code + Under Key** to deactivate Auto Underscore.
20. Depress **Return/Relocate Key** three times and finish typing the text.

Chapter IX

Other Features

Keyboard II: International Characters




The Keyboard II Characters Feature allows you to access the international characters and other symbols that appear on the top right of keys 1 through 6.

1. Depress **Code + KB II (Zero) Key** to activate Keyboard II.
Status line on Display prompts: **KBII**.
2. Depress **Shift + desired Keyboard II character**.
3. Depress **Code + KB II (Zero) Key** to deactivate Keyboard II.

Coded Symbols



You can access the §, ‡, [and] symbols, located in blue on the bottom right of certain keys.

1. Depress **Code + desired symbol key**.
For example, to access the ‡ symbol, depress **Code +**  **Key**.

Shift Keys

Press while typing an alpha key to type upper case letters or to type the characters located on the top of certain keys, such as %, #, @.

Shift Lock

Depress the **Shift Lock Key** to type continuously in upper case characters. When the **Shift Lock Indicator Light** is on (located on the **Lock Key**), you are in upper case mode. The light goes out when you depress the **Shift Lock Key** or a **Shift Key**.

Repeat Keys

All keys will automatically repeat if held down except the KBII characters ^, ' and ~.

SECTION III

Chapter I

Spell-Right™ Dictionary with Word-Right® AutoSpell™

The Spell-Right Dictionary can be used in both TYPE and WP MODES.

Signals Errors:

The electronic Spell-Right Dictionary signals misspelled or mistyped words that are within its 75,000 word list.

Finds Errors:

It can find incorrect words and can be used to proofread documents in Word Processing Mode.

Lists Words in the Dictionary:

You can LIST (look up) any word in the dictionary.

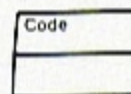
Spells Alternative Words for You:

The unique AutoSpell feature can also display correctly spelled alternative words for you and automatically replace the incorrect word.

Lets You Add Specialized Words:

You can add approximately 300 words (depending on their length) to the dictionary and store them to a DataDisk.

How to Use the Dictionary



+



NOTE

A group of letters will be considered a word if followed by a Space, Carrier Return, Tab, Index, Reverse Index, Half Space, Pitch Change, number, or any non-alpha character.

• Using the Spell-Right Dictionary:

Each time your PWP is turned on, the dictionary is activated.

1. Type your text as usual. When character combinations not found in the dictionary are typed, a two-toned beep is heard.
2. Correct the word using the **Correct** or **WordEraser®** Key. The corrected word will also be checked. You can also use the Word-Right AutoSpell feature to correct the error (see page 112).

• Turning Off the Spell-Right Dictionary:

1. Depress **Code + D** Key.
No beep is heard.
In TYPE Mode, the **Spell-Right Format Setting** changes to **Off**.

• Turning On the Spell-Right Dictionary:

If the dictionary feature has been turned off, to turn it back on:

1. Depress **Code + D** Key.
A beep is heard.
In TYPE Mode, the **Spell-Right Format Setting** changes to **On**.

Dictionary Pointers:

Spell-Right™ beeps:

- Double Word Check - if you type two identical words one after the other.
as as
work work

- Capitalization Check

It beeps if the first word following a period, question mark, or exclamation point and two spaces **is not capitalized**.

at the dance. we

- The dictionary also beeps when it finds:

werd	misspelling
wrod	transposition
worrd	double strike
wo rd	unwanted space
wrd	character omission

- Spell-Right will not check:
Capitalization (except as noted above)
Single characters
Numbers
Any non-alpha character

- Only the root words of hyphenated words and words followed by an apostrophe (') or apostrophe s (s) will be checked — not the placement of hyphens or uses of apostrophes.

Example:

Mother-in-law (would be accepted)

Mother-in law (would be accepted)

His' (would be accepted)

His's (would be accepted)

- Hyphens

If a word is hyphenated and the hyphen is followed by a carrier return, the spell check will continue from one line to the next.

Example:

"Congratulations on the purchase of your new full function PWP word processing system."

The word "function" would be checked.

WordFind™

When you type faster than the typewriter can print, you may type a few words after the incorrect one. WordFind locates the word for you.



TYPE Mode, the WordFind function will locate errors **on the current line only**.



WP Mode, the WordFind locates errors throughout the document and can be used to proofread your text, see below.

● To Find the Incorrect Word:

1. Depress **Code + F Key**.
TYPE MODE - The Print Hammer glides back and points to the incorrect word.
WP MODE - The Cursor glides back and points to the incorrect word.
2. Correct the word using **WordEraser®**, **Correct Key** or the AutoSpell™ feature, see page 112.

● To Find More than One Incorrect Word:

1. Depress **Code + F Key**. The Print Hammer or Cursor glides back to the last incorrectly typed word.
2. Correct the word using **WordEraser®**, **Correct Key** or the AutoSpell feature (see page 112).
3. Depress **Code + F Key** again to glide back to another error.

In TYPE MODE, when you depress **Code + F Key** but there are no more errors on the line, the Print Hammer automatically returns to your last typing position.

● Use WordFind to Proofread in Word Processing Mode.

You can correct errors as you type, or you can type the entire text and then activate WordFind to proofread your text. We recommend the latter method because it allows you to type as quickly as possible.

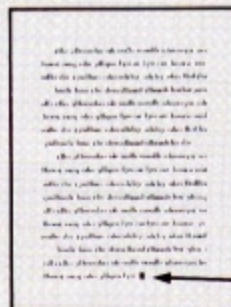
NOTE: If Draft Copy is activated while storing text, WordFind will locate errors on the current line only.

If you activate WordFind immediately upon completing a document, errors will be identified from the end of the file backward to the beginning of the file.

Type text.

Activate WordFind™.

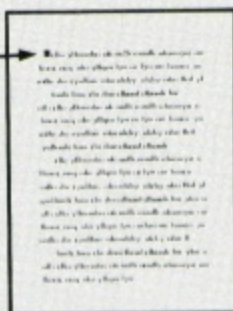
Cursor backs up through the text to the first error it finds. Continue to depress **Code + F Key** to locate all errors to the beginning of your text.



Cursor is here

You can also activate WordFind while editing or after you recall a file from DataDisk. Errors will be identified from the Cursor position forward to the end of the document.

Cursor is here



Activate WordFind.

Cursor moves forward through the text to the first error it finds. Continue to depress **Code + F Key** to locate all errors to the end of your text.

List

The List Feature lets you look up and automatically transfer words in the dictionary to paper or Display, depending upon the mode you are in.

● To List or Look Up a Word:

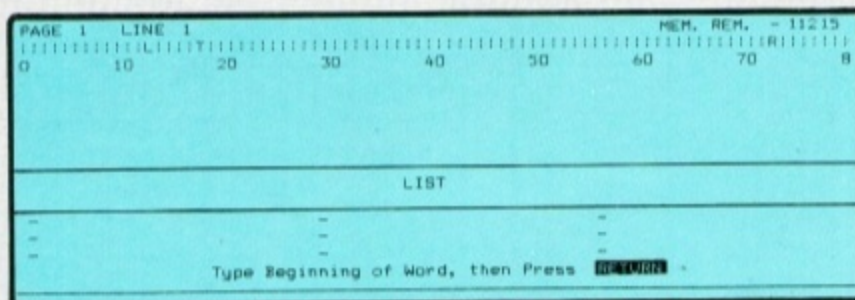
In TYPE MODE, LIST works on the current line of type only.

1. Type as many characters of the word to be looked up as you know - up to fifteen characters.

Example: To look up "farewell";

Activate list feature: Depress **Code + L Key**.

A beep is heard and the LIST Window appears on the Display.



Type "fare" then depress the **Return/Relocate Key**.

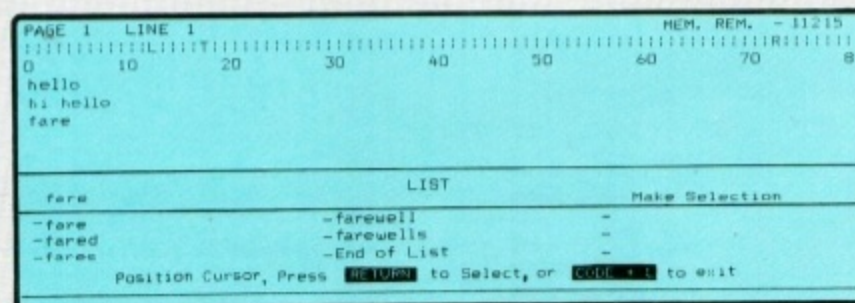
-OR-

While typing a word you cannot finish, pause and activate List.

Example: Type "fare."

Activate List feature: Depress **Code + L Key**.

A beep is heard and the LIST Window appears on the Display.



In WP MODE, when the List Window is displayed, five lines of text containing the original word remain on the Display. Any other text temporarily disappears.

Cursor is here

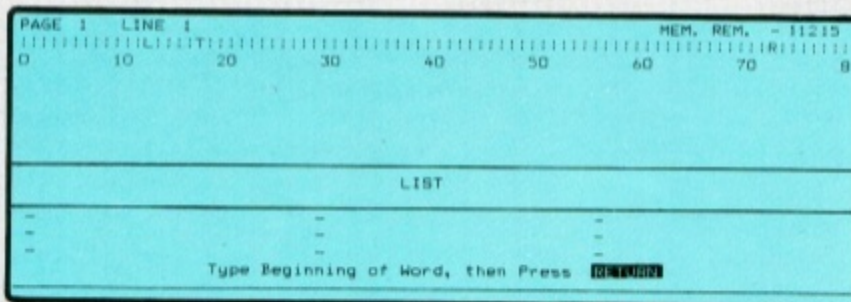
Cursor moves forward through the text to the first error it finds. Continue to depress **Code + F Key** to locate all errors to the end of your text.

List

- **To List or Look Up a Word:**

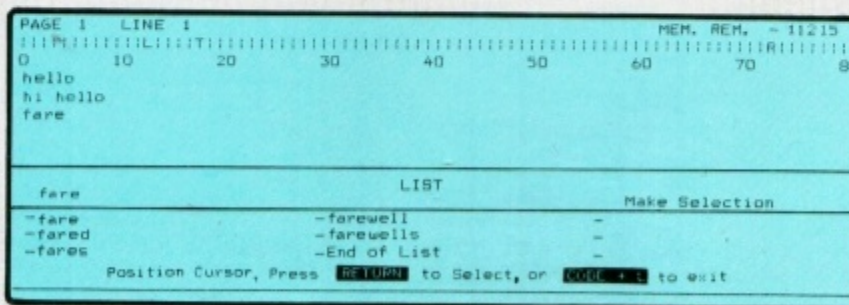
1. Type as many characters of the word to be looked up as you know - up to fifteen characters.

A beep is heard and the LIST Window appears on the Display.



-OR-

A beep is heard and the LIST Window appears on the Display.



110

NOTE: If you heard the error beep while typing a word then activated List, characters from the point of error on are automatically dropped and do not appear in the LIST Window.

Example: You type, "It is problr"

You hear the error beep.

Activate List feature: **Code + L Key**.

The Window shows probl as the basic characters and lists words beginning with those letters.

The "r" is automatically dropped because it caused the error beep.

2. The word appears in the Window followed by up to nine words beginning with the same character series. The Cursor is located at the first word.

NOTE: Any words with the same character series in the Personal Word List are displayed first. See "Program Additional Words," page 114. After all matching words in the Personal Word List Section have been displayed words in the built-in dictionary are listed.

3. Scroll through the words to select the correct word.

Use your **▲**, **▼**, **◀** and **▶** keys to move from row-to-row and word-to-word.

If more than nine words are available beginning with the same character series, the Window prompts: **Code + Next Screen for more**.

Depress **Code + ▶ Key** to bring up more words.

You can depress **Code + ◀ Key** to return to prior columns.

Continue scrolling through columns until the desired word is located.

At the end of the List, Display prompts: **End of List**.

4. When the Cursor is located on the desired word, depress the **Return/Relocate Key** to print the word on paper or Display.

If you activated List while typing text, any incorrect characters already on paper or Display will automatically be corrected.

Depressing the **Return/Relocate Key** to print a word automatically deactivates the List feature.

5. If you decide **not** to select a word or if no matching words are available, depress **Code + L Key** to exit List. No beep is heard.

Word-Right® AutoSpell™

Your Spell-Right™ Dictionary can display correctly spelled alternative words for a word you have misspelled or mistyped. When you select an alternative word it can automatically be printed on paper if you are working in TYPE MODE or entered on the Display if you are working in WP MODE.

AutoSpell checks for these common types of errors:

Common typographical errors

Transpositions

Omitted characters

Extra characters

Incorrect characters

Phonetic substitutions

Hands shifting left or right on keyboard

AutoSpell then displays correct spelling alternatives:

For example: If you type:

"I have written"

You can use the Word-Right® AutoSpell™ feature to show alternatives on the Display.

Choices may include:

write

writer

writes

written

You select the correct word and the error is erased and the selected word appears in its place.

● To Activate AutoSpell:



In TYPE MODE, AutoSpell works on the current line of type only.

1. When you type a word not in the dictionary, the PWP beeps. Finish typing the word. DO NOT SPACE AFTER THE WORD.

-OR-

If you typed beyond the error, position the Print Hammer or Cursor, depending on the mode you are in, to any character in the word or to the space immediately following the word. You can use the WordFind feature to go back to the incorrect word.

2. Depress the **Code + Spell (Back Space) Key**.

A beep confirms that AutoSpell is activated.

The AutoSpell Window appears on the Display. (In WP Mode, five lines of text, containing the original word, remain on the Display. Any other text temporarily disappears.)

For example, if you typed "thyme" instead of "time", then activated AutoSpell, the Window would show:

PAGE 1 LINE 5		MEM. REM. - 11215
In viewing our records, we have found that your account with		
Marvelous Paper Products, Inc. is now 60 days past due.		
Unfortunately, we will be unable to meet your future office		
supply needs until the account is made current. type:		
AutoSpell		
type		Make Selection
-thyme	-time	-type
-chyme	-tme	-tpe
-cyme	-tome	-End of List
Position cursor, Press RETURN to Select, or Code+Spell to Exit		

3. The incorrect word is followed by alternative spellings.
As the PWP continues to search for more words,
Window prompts: **Thinking**, and may prompt: **Still Thinking**
Words are displayed as they are available.

If no alternatives are available, Display prompts: **No Alternatives**.

4. Scroll through the words.

Use your **▲**, **▼**, **◀** and **▶** **Keys** to move from row to row and word to word.


If more than nine words are available beginning with the same character series, the Window prompts: **Code + Next Screen for more**.


Depress **Code + ▶ Key** to bring up more words.

You can depress **Code + ◀ Key** to return to prior columns.

Continue scrolling through columns until the desired word is located.

At the end of the List, Display prompts: **End of List**.

5. When the Cursor is pointing to the correct word, depress the **Return/Relocate Key**.
In  WP MODE, the original word is erased and the new word inserted.

In  TYPE MODE, the incorrect word is erased and the new one is printed. If you select a word that is larger or smaller than the original word and there is text to the right, the typewriter will automatically realign the line, see below.

Depressing the **Return/Relocate Key** to replace a word automatically deactivates AutoSpell.

6. If you decide **not** to replace the original word or if no alternative is available, depress **Code + Spell Key** to exit AutoSpell. No beep is heard.

Automatic Realignment

In type mode, if the word is larger or smaller than the original word, your typewriter erases the text back to the error. It inserts the replacement and reprints the rest of the line.

NOTE: AutoSpell does not check Personal Word List, see page 114, for spelling alternatives. In WP Mode, if using AutoSpell while in Auto Center, Tab Center, Flush Right, or Tab Mode, reformat text to center text properly after deactivating the Auto Center Mode.

The AutoSpell Learning Feature

As you use the AutoSpell feature, your PWP quickly "learns" the types of mistakes you most often make and offers alternatives to misspelled words accordingly. For example, if you often transpose characters (you type: teh), the correct word (the) is usually displayed first.

Your error patterns are kept in a special memory area while the PWP is on. (Words that you add to the Spell-Right Dictionary are also kept in this special memory area, see Program Additional Words below.) At the end of each typing session before turning PWP off, you can store the learning feature, along with your specialized dictionary words, to disk. They are automatically stored under the document name "Personal Word List." You recall the "Personal Word List" before you begin your next typing session.

To Store, Recall and Erase the AutoSpell Learning Feature, follow instructions below to Store, Recall and Erase Additional Dictionary Words. You can store your error patterns even if you do not have additional dictionary words to store.

It is important to recall the "Personal Word List" from DataDisk before storing new error patterns because current error patterns replace any previously stored ones on disk. To use the AutoSpell Learning Feature (and the Programmable Word Dictionary) to the best advantage, the following procedure is recommended:

1. Turn on the PWP.
2. Recall "Personal Word List."
3. Begin your typing session.
4. Store "Personal Word List" after the typing session.

Program Additional Words

Frequently used specialized terms that are not contained in the built-in Spell-Right Dictionary can be added easily. For example:

- individual names
- medical terms
- scientific terms
- foreign words

You can add approximately 300 words, depending upon their length.

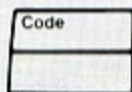
● To Add Words to the Dictionary



TYPE MODE



WP MODE



+



You can add words to the Dictionary in either mode.

1. TYPE the word. DO NOT space after the word.
If the dictionary is turned on, a beep is heard even though the word is spelled correctly.
2. Depress **Code + E Key**.
If the word is in the dictionary, Display prompts: **Word Already Exists in Memory**.

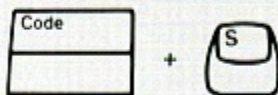
If the Programmable Memory of the Dictionary is full,
Display prompts: **Inadequate Memory Available. Unable to add word.**

NOTE: You can also depress **Code + E Key** to enter a word into the dictionary after typing it in a document or during the WordFind function.

Exceptions:

1. Your words can not be more than 23 characters.
2. Numbers and non-alpha characters will not be accepted. The Display prompts: **Invalid Word.**

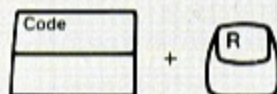
● Storing the Additional Dictionary Words



At the end of each typing session you will need to store the additional words to DataDisk before turning PWP off. These words are added to your initial entries. You can add **up to** approximately 300 words, depending upon their length.

1. Prepare one DataDisk that will be used to store your Personal Word List. (This disk will also store your AutoSpell Learning Feature.)
2. At the end of each typing session, insert the DataDisk into the Disk Drive. You can be in WP or TYPE MODE.
3. Depress **Code + S Key**.
Display prompts: **Storing Personal Word List**, then **Storing Complete**.
The newly entered words are added to any words already stored on the DataDisk. Any AutoSpell error patterns are stored at the same time.
4. Remove the DataDisk.

● Recalling and Using the Additional Dictionary Words:



Recall Personal Word List into the special memory **BEFORE** you begin typing. This will allow the dictionary to check spelling of those specialized terms.

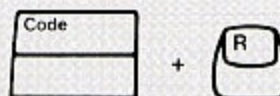
1. Select WP or TYPE MODE.
When in WP MODE, Personal Word List can only be recalled when the Main Menu is displayed.
2. Insert the Personal Word List disk.
3. Depress **Code + R Key**.
Display prompts **Recalling Personal Word List** then **Personal Word List Recalled**.
Your additional dictionary words, as well as AutoSpell error patterns, are recalled into the special memory area.
4. Remove your Personal Word List disk. Select WP or TYPE MODE.

NOTE: If you forget to recall the Personal Word List before entering additional words, simply store these to DataDisk (see above). Then recall the entire Personal Word List.



You can create several different Personal Word Lists. For example, one medical and one legal. If you are typing a medical report, you would recall the medical dictionary, or a legal report recall the legal dictionary. You may recall one or more Personal Word Lists as long as the total number of words does not exceed the limit.

- **To Delete Words from the Dictionary Personal Word List:**



1. In Either WP or TYPE MODE, recall the Personal Word List.
2. Type the word to be deleted.
3. Depress **Code + L Key** to activate List feature. Cursor is located at the word.
4. Depress **WordEraser® Key**.
5. Deactivate List by depressing **Code + L Key**.
6. Erase any other words in this manner.
7. Store edited word list to DataDisk.

- **To View Dictionary Personal Word List:**


1. In either WP or TYPE MODE, recall the Personal Word List.
2. Activate List by depressing **Code + L Key**.
3. Depress **Return/Relocate Key**.
The first nine words in the Personal Word List appear on the Display in alphabetical order. Upper case words are listed first. If there are no words in the Personal Word List, Display prompts: **End of List**, then **Code + L to Exit**
4. Scroll through the words with your Cursor Keys.

Words can also be deleted while viewing by depressing the **WordEraser Key** when Cursor is located on the word.

5. When viewing is complete exit List by depressing **Code + L Key**.

- **Erasing the Entire Personal Word List:**

In WP Mode, the list of specialized terms, as well as any AutoSpell error patterns, appear in the Disk Directory as **Personal Word List** and can be erased.

1. Move Mode Selector to  WP MODE.
2. Insert the appropriate DataDisk.
3. Depress **6 Key** to select **Erase Document from DataDisk**, from the Main Menu..
4. Proceed to erase Personal Word List just as you would any other document. (see page 101.

Exercises - Spell-Right™ Dictionary

Using WordFind™ and LIST.

1. Move Mode Selector to TYPE MODE.
 2. Turn the Dictionary ON if it is deactivated, (**Code + D Key**).
 3. Type the following and type the word "Researchres" as shown.
At the end of the sentence **do not** depress **Return/Relocate Key**.
Researchres use many types of sources for their information.
 4. Depress **Code + F Key** to Find your typing error.
Print Hammer glides back to "Researchres."
 5. Use the **Correct** or **WordEraser® Key** to change "Researchres" to "Researchers."
 6. Depress **Code + Return/Relocate Key** to return to end of the line.
 7. Depress **Return/Relocate Key** to move to next line.
-
1. Type: "The enc"
 2. Depress **Code + L Key** to find the correct spelling for the word "encyclopedia."
 3. LIST Window appears. Depress **Code + ► Key** until the word "encyclopedia" appears.
 4. Move **▼ Key** to the word, "encyclopedia."
 5. Depress **Return/Relocate Key** to select the word.
 6. "encyclopedia" prints.
 7. Continue typing, is one excellent source of information.

Using WordFind & AutoSpell™ to Proofread and Edit A Stored Document

1. Move Mode Selector to WP MODE.
2. Create a new document, (see pages 41)
3. Type the following. Type the incorrect words as shown below.

When I first started to write this reserach paper, I almost
panicked. I am not a very good speller. I am not a very
good reseracher either. Now that the project is done, I
feel great! I learned how to use (and spell) encyclopedia.
I also became quite the pro when it came to using the
library reference catalog. I know I will get an excellent
grade on such a scholarly endeavor.
4. Depress **Code + ▲ Key** to go to beginning of text.
5. Depress **Code + F Key** to begin proofreading your document.
6. Change "reserach" to "research."
7. Depress **Code + F Key** again. Cursor moves to "reseracher." Change to "researcher."
8. Depress **Code + F Key** again. Cursor moves to "endeaver."
9. Depress **Code + Back Space Key** to activate AutoSpell feature to help you find the correct spelling.
10. The AutoSpell Window appears.
Depress **Return/Relocate Key**. The PWP automatically replaces "endeaver" with the word
11. "endeavor."
12. Print your document.
13. Store the document, call it "Typo".

SECTION IV

Chapter 1

Ribbon Cassettes: Removing and Inserting

WARNING: Use Smith Corona "H" Series supplies which have been specifically designed for this product. Use of non-Smith Corona supplies may render this unit inoperable. Replace the ribbon cassette when a different colored portion begins to unwind from the cassette.

● To Remove Ribbon Cassette:

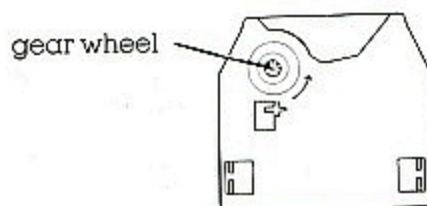
1. Lift Display Panel.
2. Lift Lid.



3. Grasp Cassette on both sides.
4. Lift Cassette STRAIGHT up and out.

● To Insert Ribbon Cassette:

1. If the ribbon is not tightly wound in Cassette, turn gear wheel on bottom of Cassette in directions indicated.

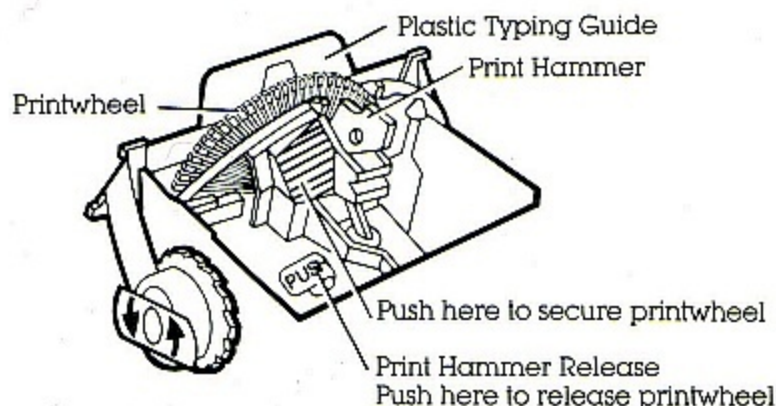


2. Hold Cassette with ribbon towards Print Hammer.
3. Set Cassette in Carrier, then guide ribbon behind Printwheel. Press down. Ribbon snaps in place.
4. Close Lid securely. Be sure it snaps in place.

Printwheel: Removing and Inserting

● To Remove Printwheel:

1. Lift Display Panel.
2. Lift Lid.
3. Remove Ribbon Cassette.



4. Locate and push Print Hammer Release.
5. Lift out Printwheel.

● To Insert Printwheel:

1. Drop Printwheel between Print Hammer and plastic typing guide with **typestyle name facing you**.
2. Push on the left side of the plastic Printwheel guard to secure Printwheel.
3. Replace Ribbon Cassette.
4. Close Lid securely. Be sure it snaps in place.

Changing the Correcting Tape

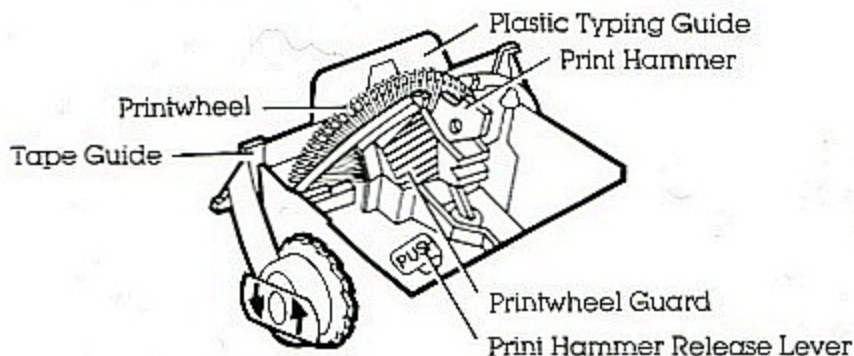
THE FIRST TIME YOU USE YOUR PWP...

Colored tape is visible instead of the white or clear correcting portion. Advance the left spool in the direction of the arrows until the colored section disappears.

NOTE: It is time to change your correcting tape when a different colored portion unwinds from the right spool.

● To Remove the Correcting Tape:

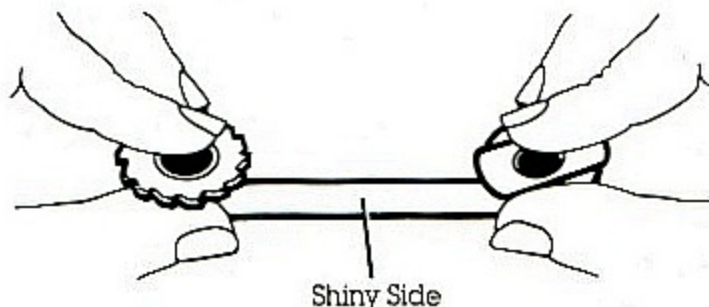
1. Lift the Display Panel.
2. Open PWP Lid.
3. Remove Ribbon Cassette.
4. Push Print Hammer Release Lever to retract or remove the Printwheel.



4. Pull both spools off spindles.
5. Lift up and out.

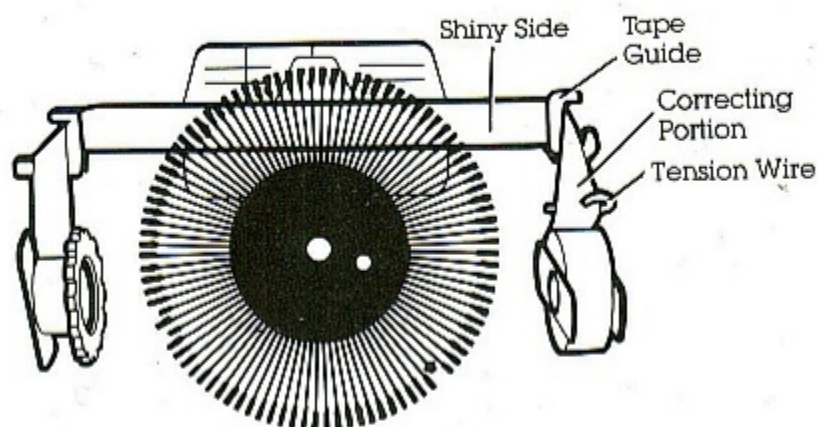
● To Insert New Correcting Tape:

1. Hold spool with geared flange in left hand with gear on top. Shiny side of tape toward keyboard.
Hold other spool in right hand.
Hold spools a few inches apart.



2. Slip tape between Printwheel and plastic typing guide. Use thumbs to guide tape.
3. Channel tape around guides.

4. Place spools on spindles as follows:



LEFT SIDE:

Push gear side of spool on the spindle first.
Arrows go on outside of the spool.
Snap spool firmly in place.

RIGHT SIDE:

Guide tape over the tension wire, shiny side down.
Arrows go on outside of spool.
Snap spool firmly in place.



5. Advance left spool in direction of arrows until colored section of tape disappears.
6. Replace Printwheel if it has been removed.
7. Push plastic Printwheel guard back to print position.
8. Replace Ribbon Cassette.
9. Close PWP Lid securely or your PWP will not function properly.

Supplies and Accessories

Warning: Use Smith Corona supplies which have been designed specifically for this product. Use of non-Smith Corona supplies may render this unit inoperable.

Printwheels

● Changeable "H" Series Printwheels

A variety of **H Series** Printwheels with different typestyles are available from your Smith Corona product merchandiser.

PICA TYPESTYLES

Regency 10/Courier 10 With charming ease the quick brown fox jumped

Tempo 10 With charming ease the quick brown fox jumped

Orator 10 WITH CHARMING EASE THE QUICK BROWN FOX JUMPED

ELITE TYPESTYLES

Regency 12/Courier 12 With charming ease the quick brown fox jumped over the

Presidential 12/Prestige 12 With charming ease the quick brown fox jumped over the

Letter Gothic 12 With charming ease the quick brown fox jumped over the

PICA OR ELITE TYPESTYLES

Script 10/12 *With charming ease the quick brown fox jumped over the*
OTHER

Micro 15 With charming ease the quick brown fox jumped over the lazy dog.

To protect Printwheels not in use, store them in original holder.

Professional Printwheel Tri-Pack

A library of 3 Printwheels for versatility (**Orator 10**, **Letter Gothic 12**, **Regency 12/Courier 12**).

DataDisks

● DataDisks

Durable Dual-sided DataDisks with 100K storage (approximately 100,000 characters or 50 pages of text) sold in dual packs — 2 disks per pack.

DataDisks are available from your Smith Corona Retailer or can be ordered directly from Smith Corona Corporation. Refer to the enclosed order form that accompanies this manual.

Ribbon Cassettes, Correcting Tape, Start-Rite™

- **Correctable Film Ribbon "H" Series Cassettes:**

FOR UNMATCHED SHARPNESS AND CLARITY AND A CHOICE OF COLORS - Use Smith Corona Blue, Black or Brown Correctable Film Ribbon Cassettes and "lift off" errors with Smith Corona Lift-Off Correcting Tape (Lift-Rite™).

Correctable Film Ribbon is transferred to the paper when typing and can be used only once.

- **Multi-Strike Ribbon "H" Series Cassettes**

FOR HIGH CHARACTER YIELD — Use Smith Corona Multi-Strike Film Ribbon Cassettes and "cover-up" errors with Smith Corona Cover-Up Correcting Tape (Re-Rite™).

Multi-Strike Film Ribbon is transferred to the paper when typing and can be used only once.

For letter quality printing and economy, we recommend using Multi-Strike Film Ribbon Cassettes when using the PWP as a word processor.

Start-Rite™

There are two Start-Rite Kits available for your Portable PWP. Smith Corona Start-Rite Kits are a convenient way to purchase an initial supply of Smith Corona brand supplies and accessories.

- **Start-Rite™ (For Portable PWP Systems)**

- 3 DataDisks
- 2 Multi-Strike Ribbon Cassettes
- 3 Printwheels (Orator 10/Letter Gothic 12, Regency 12/Courier 12)

- **Start-Rite™**

A kit of "H" series supplies including:

- 4 Correctable Film Ribbon Cassettes
- 1 Lift-Off Correcting Tape
- 3 Printwheels (Script, Tempo 10, Presidential 12/Prestige 12)

Care and Maintenance

We recommend that your PWP be adjusted, serviced and lubricated by a Smith Corona trained technician at least once a year. If you do a great deal of typing, more frequent servicing may be necessary.

NOTE: Always unplug the machine before using cleaning solutions on its surfaces.

Cleaning

● Covers

To clean component covers, sponge with a mild soap solution. **DO NOT** use household cleaners containing chlorinated compounds. **DO NOT** spray anything directly on the product.

● DataDisk

Although the DataDisks are not fragile, certain precautions are recommended.

1. Do not place the DataDisk near a magnetic object.
2. Do not expose the DataDisk to temperature extremes.
3. Do not bend the DataDisk.

● Disk Drive

Periodic cleaning of the disk drive heads is recommended to keep heads free of dust and ensure reliable storing and recall of data. Have a Service Technician clean the disk drive periodically.

● Keyboards

To clean keyboards, sponge with a mild ammonia or soap solution. Do not use household cleaners containing chlorinated compounds.

● Printwheel

To remove residue, dip the characters into a small container of ethyl or isopropyl alcohol (rubbing alcohol) and wipe with a clean dry cloth. **DO NOT** soak the Printwheel.

● Platen

Wipe surface with a clean cloth saturated with ethyl or isopropyl alcohol (rubbing alcohol).

● Screen

The Display screen should be cleaned with the power turned off. Dust with a soft cloth (e.g., gauze).

DO NOT use water. Wipe lightly. Do not wipe the Screen with a rough or hard material.

Precaution: Keep all solvents and petroleum distillates (gasoline, lighter fluid, etc.) away from electrical components and moving parts.

Safe Operating Recommendations

To avoid unnecessary injury to the operator or damage to the unit, please review the following recommendations.

1. USE THE CORRECT ELECTRICAL CURRENT to avoid electrical short circuit, overheating or shocks. (Standard United States and Canadian current is 110 to 120 volt, 60 HZ, alternating current.) Other countries may use different currents. If in doubt, check the electrical rating label affixed to the unit. The wrong kind of current could cause an electrical short circuit and possible over heating or shocks.
2. GUARD AGAINST SHOCK HAZARDS -- Do not, for any reason, cut or remove the grounding prong from the power cord. Be sure it is plugged into a properly installed grounding type receptacle. The three-prong grounding plug is provided for your protection against shock hazards. Removing the prong or using an improper receptacle eliminates that protection.
3. AVOID ELECTRICAL SHOCK - Never insert metal objects such as screwdrivers, paper clips, nail files, etc. inside the unit.
4. Always turn off the power switch before reaching into the carrier path area.
5. Turn the Power Switch OFF when through typing. Unplug the unit if it will not be used for an extended period.
6. IF THE PWP IS DROPPED, the insulation system may be disturbed. Unplug the cord before picking up the machine. Have the unit checked by a qualified service technician before using it again.
7. DO NOT remove the housing from the unit.
8. Always have the unit serviced by a qualified service technician.
9. Avoid placing the unit near an excessively warm and humid location.
10. DO NOT place the Display where sunlight or bright light will fall directly on the screen.
11. NEVER place any object inside the unit.
12. Before attempting to clean any part of your unit make sure it is turned off and unplugged.

WARNING: To reduce risk of fire or electrical shock, DO NOT expose unit to rain or moisture.

Obtaining Service

If the PWP needs service:

Call the dealer where you purchased the unit or take it to the nearest Smith Corona Service Center. To locate the nearest Service Center call toll-free:

1-800-448-1018

1-800-962-3000 (New York Residents)

NOTE: To qualify for Smith Corona Warranty (see page 126), proof of purchase **must** accompany the unit.

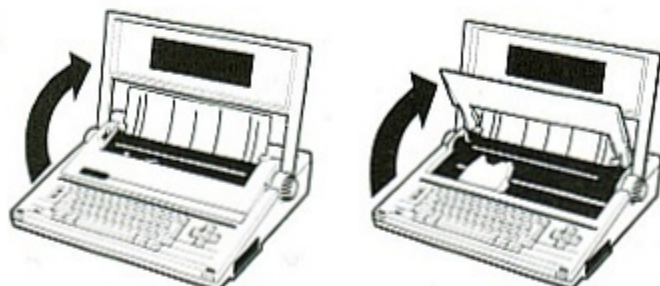
Packing Instructions

Smith Corona Corporation is not responsible for shipping damages.

IMPORTANT: When the machine is to be shipped, for any reason, the printwheel carrier inside the typewriter must be stabilized so it does not move. The typewriter as a whole must be well protected from shipping and handling hazards. Use original packing material to repack the unit.

● Stabilize the Printwheel Carrier

1. Lift Display Panel.
2. Lift PWP Lid.



3. Move Display to right and place short plastic tube on the left side of the rear carrier rod.



4. Move carrier to left side of the PWP. Then place long plastic tube on the rear carrier rod with end touching right side of frame.



If the original packing materials are not available or the printwheel carrier cannot be put into the correct position:

Ball up single sheets of newspaper and insert them on each side of the printwheel carrier until all open spaces are filled to capacity.

● Packing the PWP

If you do not have the original packing materials:

1. Close top lid and tape.
2. Close Display Panel and tape.
3. Use a box slightly larger than your PWP.
4. Put wadded newspaper in bottom for cushioning.
5. Place typewriter inside box and fill the sides and top with more wadded newspaper.
6. Seal carton. It is recommended that you use filament tape or 2" wide plastic tape.
7. In large letters, address the package for shipment to the nearest service location. Remember to include your return address.

Product Consumer Warranty

Limited Warranty

90 Day Warranty

Smith Corona Corporation warrants this typewriter against defects in material or workmanship for a period of 90 days from the date of original purchase for use, and agrees to repair or, at our option, replace any defective unit without charge for either parts or labor. Proof of Purchase will be required.

1 Year Parts Warranty

Following the first 90 days from the date of purchase and thereafter until 1 year from the date of purchase, Smith Corona Corporation will replace any defective part at no charge. There will be a standard charge for labor and the cost of transportation.

IMPORTANT: This warranty does not cover damage resulting from accident, misuse or abuse, any modification or alteration including attaching the unit to other than the recommended receptacle or voltage, nor does it cover ribbon replacement or cleaning of the unit.

THIS WARRANTY IS VOID WHEN SERVICE OR REPAIRS ARE PERFORMED BY A NON-AUTHORIZED SERVICE LOCATION. This warranty does not cover shipping expenses to and from a service location.

NO RESPONSIBILITY IS ASSUMED FOR ANY SPECIAL INCIDENTAL OR CONSEQUENTIAL DAMAGES. You may obtain warranty service through one of our service locations. To obtain the location of the nearest Service Center, call toll-free:

800-448-1018*

(in New York State, call 800-962-3000)

The toll-free numbers operate Monday through Friday, from 8:00 am to 6:00 pm on Eastern Time.

*Does not apply in Alaska, Hawaii, Canada or Puerto Rico.

Simply take or ship the unit prepaid to the nearest service location.
Damage occurring during transit is not covered by this warranty.

NOTE: No other warranty, written or verbal, is authorized by Smith Corona Corporation. This warranty applies to units sold in the United States and Puerto Rico only.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state. Some states do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above exclusion and limitations may not apply to you.

Smith Corona Corporation
839 Route 13 South
Box 2020
Cortland, New York 13045-0980

Corporate Headquarters:
Smith Corona Corporation
65 Locust Avenue
New Canaan, Ct 06840

WARNING: Use Smith Corona "H" Series supplies which have been designed specifically for this product. Use of non-Smith Corona supplies may render this unit inoperable.

Chapter II

Check Points, Word Processing Tips and Error Messages

Check Points

If your PWP does not function properly, check the following:

1. Is the Lid closed securely?
2. If you are using your PWP for the first time, advance the left correction spool in direction of arrows until colored portion disappears. (Refer to page 120.)
3. Does the Ribbon Cassette need replacing? (Refer to page 118.)
4. Does Correcting Tape need replacing? (Refer to page 120.)
5. Is there a Printwheel installed? (Refer to page 119.)
6. Is the Printwheel installed properly? (Refer to page 119.)
7. Is the Print Hammer in a secured position? (Refer to page 119.)
8. Have the yellow shipping tubes been removed?
9. Has a foreign object fallen into the unit?
10. If the Display is blank, adjust contrast dial.

Word Processing Tips

1. Do not remove the DataDisk or turn the PWP power off while the PWP Disk Drive is active.
2. Do not turn the PWP on or off while a DataDisk is in the Disk Drive.
3. Do not enter text in built-in Memory when there is less than 2,000 characters remaining.
4. Store text to DataDisk frequently when typing long texts. Continue to add to the document and Replace it often to the DataDisk. This prevents accidental loss of Memory.
5. Reformatting is necessary:
 - a. to enter Margin, Tab and Format changes **after** typing text.
 - b. to instruct the system to automatically calculate page endings after typing text.
 - c. to instruct the system to recalculate line and page endings after editing.
6. Set all necessary Tabs before typing text.
7. Store text to DataDisk before you temporarily leave your system to prevent accidental erasure.
8. Store important and long documents to duplicate DataDisks to ensure against loss or damage to originals.
9. Store DataDisks in a safe place, see page 124.
10. Write Protect DataDisks containing important documents, see page 54.

Chapter II

Check Points, Word Processing Tips and Error Messages

Check Points

If your PWP does not function properly, check the following:

1. Is the Lid closed securely?
2. If you are using your PWP for the first time, advance the left correction spool in direction of arrows until colored portion disappears. (Refer to page 120.)
3. Does the Ribbon Cassette need replacing? (Refer to page 118.)
4. Does Correcting Tape need replacing? (Refer to page 120.)
5. Is there a Printwheel installed? (Refer to page 119.)
6. Is the Printwheel installed properly? (Refer to page 119.)
7. Is the Print Hammer in a secured position? (Refer to page 119.)
8. Have the yellow shipping tubes been removed?
9. Has a foreign object fallen into the unit?
10. If the Display is blank, adjust contrast dial.

Word Processing Tips

1. Do not remove the DataDisk or turn the PWP power off while the PWP Disk Drive is active.
2. Do not turn the PWP on or off while a DataDisk is in the Disk Drive.
3. Do not enter text in built-in Memory when there is less than 2,000 characters remaining.
4. Store text to DataDisk frequently when typing long texts. Continue to add to the document and Replace it often to the DataDisk. This prevents accidental loss of Memory.
5. Reformatting is necessary:
 - a. to enter Margin, Tab and Format changes **after** typing text.
 - b. to instruct the system to automatically calculate page endings after typing text.
 - c. to instruct the system to recalculate line and page endings after editing.
6. Set all necessary Tabs before typing text.
7. Store text to DataDisk before you temporarily leave your system to prevent accidental erasure.
8. Store important and long documents to duplicate DataDisks to ensure against loss or damage to originals.
9. Store DataDisks in a safe place, see page 124.
10. Write Protect DataDisks containing important documents, see page 54.

Error Messages

At various times, Error Messages appear for a few seconds at the top of the Display, on the Status Line. These messages indicate an inappropriate command or situation.

Message

No Text to Reformat

Cause and/or Remedy

You "reformatted" when there was no text in memory. Reformatting is selected after text is created or edited.

Invalid Request

You have depressed a key button that is inappropriate. Refer to the section about that function in the manual.

Some actions that will prompt Invalid Request:

1. Invalid page numbers are selected before printing.
2. Attempts to set more than 16 tabs.
3. During the Block Delete function the Cursor is positioned out of the highlighted area when the **Correct Key** is depressed.
4. During the Block Move function the Cursor is positioned in the highlighted area, not at the new location, where you attempted to move the text.
5. During the Block Copy function the Cursor is positioned in the highlighted area, not at the new location, where you attempted to copy the text.
6. You did not type a name for the document or text you are attempting to Recall, Store or Delete before depressing the **Return/Relocate Key**.

No Text to Print

There is no text in memory to print. You must Recall a document or type a text before printing.

Inadequate Disk Storage

You have attempted to store more text to a DataDisk than the disk has room for. Delete some of the stored documents or insert another DataDisk.

Disk Directory Full

There are already the maximum number of documents stored to that side of DataDisk.

Disk Read Error

The DataDisk may not have been prepared before using. Prepare a new DataDisk.

-OR-

The DataDisk has been damaged. If you are attempting to Recall a document, try again. If the DataDisk is damaged, discard it and insert another one.

An error has been detected during Recall. Please review text.

This message appears when an error has been detected during Recall. View the recalled text and make corrections then restore the document to a new disk. If no further problems recalling the document are encountered, the first disk is damaged and should be discarded. If recall problems continue with new disks the problem may be a technical. Have the PWP checked by a Service technician.

Document Not Found

The document you are attempting to Recall or Delete cannot be found. Check the Directory for its presence and/or the exact spelling and capitalization.

Not Found

The system has not located the word, phrase, or symbol you are searching for. Be sure the Cursor is positioned **before** the location you are attempting to search for.

Disk Not Loaded

You have attempted to perform a function using the DataDisk without it being inserted or completely inserted in the drive.

Disk Write Protected

The DataDisk is "Write Protected" and cannot be stored to or deleted from until the protection is eliminated. Refer to page 54.

Inadequate Text Memory

When you try to append a document to text in Memory and the combination is greater than 50K (approximately 50,000 characters).

Text Memory Failure

Text Memory is not functioning properly. Turn off the PWP and then turn it on again. If the error message reappears, contact a qualified Smith Corona Service Center.

Display Prompts

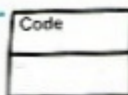
- Are You Sure You Want to Erase xxxxxxxx?** - Prompts User to confirm a document erasure.
- Auto Return Off** - Prompts User that Auto Return is off. This feature is normally on in Word Processor Mode.
- Automatic Page Numbering** - Prompts User that printed pages will or will not have page numbers. On/Off is displayed during printing.
- Document already exists!** Do you want to replace the document on disk? yes. - User selects yes when saving a file to disk using the same name that already exists.
- Document Not Found** - Prompts that document you are recalling or deleting is not on the DataDisk. Check the disk directory for correct spelling and capitalization.
- End of List** - Prompts when end of list is shown in AutoSpell and List.
- Erasing xxxxxxxx** - A document is being erased from the DataDisk. Do not eject disk or turn your PWP off when this prompt is on the screen.
- KBII** - Prompt appears on the Status Line when you have activated the Keyboard II feature.
- LID OPEN** - Signals that PWP Lid is not closed properly.
- No Alternatives** - Prompts that no alternatives are available for AutoSpell words.
- NOT FOUND** - Prompts that search string is not found. Reenter the characters/words and try again.
- Preparing Complete** - The DataDisk is now ready to use.
- Preparing DataDisk** - A disk is being prepared so that it can be used. Do not eject disk or turn your PWP off when this prompt is on the screen.
- Printing Paused** - prompts that printing has been temporarily halted.
- Printing Cancelled** - Prompts when printing has been terminated.
- Printing Page #** - Gives the page number that is currently being printed.
- Printing Paused at End of Page** - Prompts User to insert another sheet of paper into PWP during Printing.
- Printing Paused at Stop Code** - Prompts User to enter text from keyboard at Stop Code.
- Recalling xxxxxxxx** - A document is being recalled from the DataDisk. Do not eject a disk or turn your PWP off when this prompt is on the screen.
- Recalling Complete** - filename - Prompts that a file is being retrieved from the DataDisk.
- Reformatting** - Text in Memory is being reformatted.
- Reformatting Complete** - The reformat process is completed; you may resume working on your PWP.
- Right Justify Yes/No** - Prompts User that text will or will not print right justified. On/Off is displayed during printing.
- Storing Complete** - Prompts that file has been successfully stored on DataDisk.
- Storing xxxxxxxx** - A document is being stored to DataDisk. Do not eject disk or turn your PWP off when this prompt is on the screen.
- Thinking, Still Thinking** - Prompts when system is searching for AutoSpell words.
- xxxxxxx Recalled** - Prompts that the document has been recalled into Memory from DataDisk.

Index

- Auto Center 103
- Auto Indent 103
- Auto Paper Insert 15, 48
- Auto Redignment 113
- Auto Return 39, 42
- AutoSpell 112
- Auto Underscore 102
- Block Copy 89, 91
- Block Delete 89
- Block Move 89, 90
- Bold Print 102
- Bottom Margin 71
- Cancel Printing 51
- Center 103
- Centering Text 103
- Contrast Dial 11
- Copy Blocks 89, 91
- Correcting Tape 120
- Correction, Forward 31
- Correction, In Memory 85
- Correction Memory Size 29
- Cursor 12, 41
- Cursor Move 13, 83, 84
- DataDisks 53, 122
- Decimal Tabs 64
- Delete Blocks 89
- Dictionary 107
- Dictionary, WordFind 109
- Dictionary, List 110
- Dictionary, Add/Delete Words 114, 115, 116
- Disk Directory 76
- Disk Drive 53
- Display Panel 9, 11
- Draft Copy 44
- Editing Stored Text 83
- Elite 69
- End of Page Warning 24
- Error Condition 11
- Erase Documents 101
- Footers 73
- Format 69
- Flush Right Tab 65
- Forward Correction 31
- Graphic Page View 47
- Half Space 30
- Halt Printing 51
- Headers 73
- Impression Control 70
- Indent 103
- Index 35
- Insert Text 86
- International Characters 106
- Keyboard II 106
- Line Indicator 42
- Line Spacing 70
- List 110
- Margins 61-63
- Manual Correction 31
- Manual Return 39
- Manual Underscore 102
- Marker 89-91
- Memory 39
- Memory Indicator 42
- Memory Size, Disk 53
- Memory Size, PWP 39
- Memory Remaining 42, 55
- Menus 12
- Micro Pitch 69
- Mode Selector 11, 14, 40
- Modes 11 14, 39
- Move Blocks 89, 90
- Page End 48
- Page Indicator 42
- Page Numbering 50
- Paper Alignment Mark 15
- Paper Ball 15
- Paper Length 72
- Paragraph Indent 103
- Pica Pitch 69
- Pitch Change 70
- Platen Knob 37
- Printing 48
- Printwheel 119, 122
- Program Words 114
- Recall Documents 79
- Reformat 43
- Relocate 29, 31
- Repeat Keys 106
- Required Page End 43
- Required Returns 39
- Return 39, 42
- Reverse Index 35
- Ribbon Cassette 118, 123
- Right Justification 50
- Search 94, 95, 96
- Search and Replace 94, 96
- Spell-Right Dictionary 107
- Stop Codes 98
- Storing Text 55
- Subscripts 104
- Superscripts 104
- Tab Center 64
- Tabs 61, 63, 66
- Top Margin 71
- Typeover 86
- Typewriter Mode 14
- Underscore 102
- Windows 12
- Word-Right® AutoSpell™ 112
- WordEraser® 29
- Word Wraparound 39
- Word Find™ 109
- Write Protection 54

Quick Reference Guide

Throughout this manual, the



+



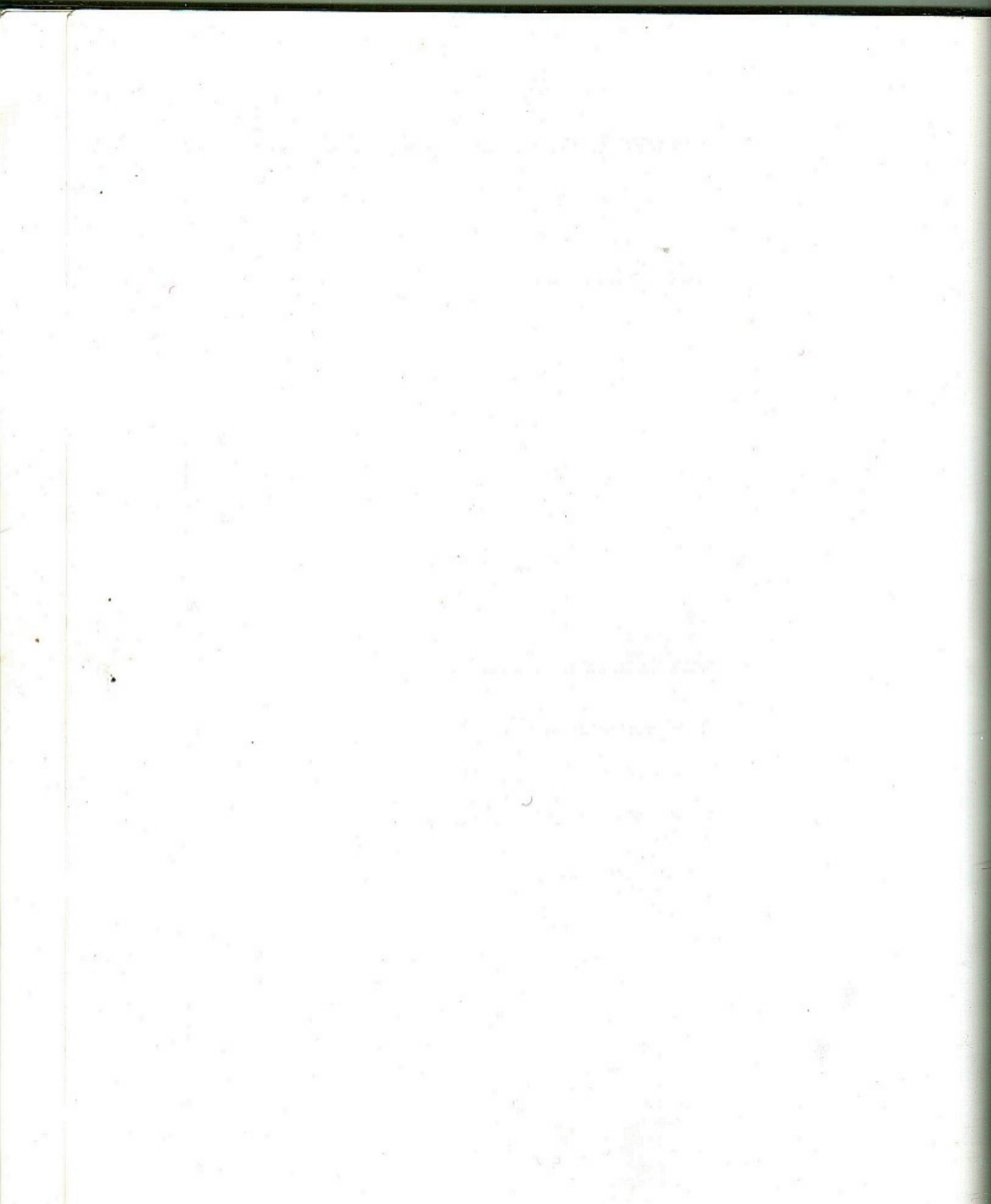
will designate when **Code Key** must be depressed and **held down while** the second key is depressed.

TYPEWRITER MODE

COMMAND	FUNCTION	PAGE
Formatting		
Margin Key	Sets Left Margin.	16
Code + Margin Key	Sets Right Margin.	16
Tab Set Key	Sets Regular Tabs.	17
Code+ Dec Tab (7) Key	Sets Decimal Tabs.	17
Code+ Tab C Key	Clears one or all tab locations.	18
Code +Format (=) Key	Accesses Format Menu to set End of Page, Pitch Line, Spacing, Impression Control, Top Margin, Bottom Margin, Paper Length AND exits Format Menu without making changes.	23-26
Correction		
Correct Key	Corrects Character/s in Correction Memory.	29
Code + Correct Key	Activates Character Correction Outside of Correction Memory.	31
WordEraser® Key	Corrects Word/Words in Correction Memory.	29
Code + WordEraser Key	Activates Word/Words Correction Outside of Correction Memory.	31
Code + Spacebar	Activates/Deactivates Half Space Correction.	30
Code + Return/Relocate Key	Relocates Carrier to last typing position following Correction.	29,31
Dictionary		
Code + D Key	Activates/Deactivates Spell-Right™ Dictionary feature.	107
Code + F Key	Activates WordFind™ Feature.	109
	Relocates Carrier to last typing position when there are no other errors to be "found" in Correction Memory.	109
Code + Back Space	Activates/Deactivates AutoSpell feature.	112
Code + L Key	Activates/Deactivates List feature.	110
Code + E Key	Enters words in Programmable Section of dictionary.	114
Code + S Key	Stores AutoSpell Learning Feature and Dictionary Personal Word List	115
Code + R Key	Recalls AutoSpell Learning Feature and Dictionary Personal Word List.	115
Enhancements		
Code + B Key	Activates/Deactivates Bold Print.	33
Code + Auto Center (8) Key	Activates Auto Center.	33
Code + Auto Return (9) Key	Activates /Deactivates Auto Return.	33
Code + Under (-) Key	Activates/Deactivates Auto Underscoring.	34
Code + ▲ Key	Activates superscripts, moves typing position up 1/2 line.	35
Code + ▼ Key	Activates subscripts, moves typing position down 1/2 line.	35
▲ Key	Moves typing position up equal to line space setting.	35
▼ Key	Moves typing position down equal to line space setting.	35
Code + KBII (Zero) Key	Activates/Deactivates Keyboard II.	37
Code + Q Key	Activates Self Demonstration.	3
Code + I (In) Key	Activates Automatic Paper Insert.	15

WORD PROCESSING MODE

COMMAND	FUNCTION	PAGE
Code + Menu (Tab S) Key	Accesses Main Menu .	41
Cursor Keys		
◀▶▲▼	Moves Cursor left, right, up or down.	84
Adv + ◀ Key	Moves Cursor to beginning of line.	84
Adv + ▶ Key	Moves Cursor to end of line.	84
Adv + ▲ Key	Moves Cursor to beginning of text.	84
Adv + ▼ Key	Moves Cursor to end of text.	84
Code + ◀ Key	Displays prior 10 lines of text (Prior Screen).	84
Code + ▶ Key	Displays next 10 lines of text (Next Screen).	84
Printing		
Code + Menu (Tab S) Key	Cancels Print Job.	51
Spacebar	Temporarily Halts Print Job.	51
Return/Relocate Key	Resumes Print Job.	51
Code + I (In) Key	Automatic Paper Insert.	48
Editing		
Correct Key	Corrects Character/s.	85
WordEraser® Key	Corrects Word/Words.	85
Code + Page End(4) Key	Sets Required Page Ends, █ Symbol appears on Display.	43
Code + V Key	Activates /Deactivates Graphic Page View.	47
Code + Search (1) Key	Activates Search Feature - search for page, text, search and replace.	94
Code + Insert (2) Key	Activates/Deactivates Insert Mode.	86
Code + Marker (3) - Code + Marker - Correct Key	deletes blocks of text.	89
Code + Marker - Code + Marker Code + Marker	moves blocks of text.	90
Code + Marker - Code + Marker - Code + Insert (2)) Key	copies blocks of text.	91
Enhancements		
Code + B Key	Activates/Deactivates Bold Print.	102
Code + Indent (6) Key	Activates/Deactivates Paragraph Indent feature.	103
Code + Auto Center (8) Key	Activates Auto Center.	103
Code + Auto Return (9) Key	Activates /Deactivates Auto Return.	42
Code + Under (-) Key	Activates/Deactivates Auto Underscoring.	102
Code + ▲ Key	Activates Superscripts. Moves printing position up 1/2 line	104
Code + ▼ Key	Activates Subscripts. Moves printing position down 1/2 line	104
Code + KB11 (0) Key	Activates/Deactivates Keyboard II.	106
Code + Q Key	Activates Self-demonstration.	3
Code + S Key	Enters Stop Codes into the text.	98
Dictionary		
Code + D Key	Activates/Deactivates Spell-Right™ Dictionary feature.	107
Code + F Key	Activates/Deactivates WordFind™ feature.	109
Code + Back Space	Activates/Deactivates AutoSpell feature.	112
Code + L Key	Activates/Deactivates List feature.	110
Code + E Key	Enters words in Dictionary Personal Word List.	114
Code + S Key	Stores AutoSpell Learning Feature and Dictionary Personal Word List.	115
Code + R Key	Recalls AutoSpell Learning Feature and Dictionary Personal Word List.	115





**SMITH
CORONA®**